JIS

SOS
&
LEIN

Manual

Part 1

SOS / LEIN
Access
thru
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JIS SOS & LEIN Manual

3rd Edition
2003

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. . .

SOS / LEIN Access

The three ways to access SOS (Michigan Secretary of State) or LEIN are:

1.   Option # 5 from the District Court System Menu;

2.   Type "SOS" on any Hop Line and press Enter; or

3.   An option on a "personalized" menu.

```
 JIS-SOUTHFIELD          State Court Administrative Office
                             District Court System


         Select one of the following Subsystems:

                         1. Traffic/Criminal
                         2. Civil
                         3. Cash
                         4. Probation
                         5. SOS/LEIN




         Option: 5



     F24-Previous Menu
     MA   a                                              19/016
```

District Court System Menu - Option 5, SOS/LEIN

NXT **SOS** CASE _____ PTY ___ COUNT __ INQ _____ ST __

SOS in the *Nxt* field on any Hop Line

SOS and LEIN Selection Menu

Once you have accessed the SOS / LEIN System, the menus displayed below will appear.

Select one of the options listed and press **Enter.**

```
                    State Court Administrative Office
                      Judicial Information Systems

                      SOS & LEIN Selection Menu


        1. Secretary of State Inquiry      6. Hit Confirmation Request

        2. LEIN Inquiry                     7. Hit Confirmation Response

        3. LEIN Admin Message

        4. LEIN Entry                       9. CHR Entry

        5. LEIN Multiple DLN Inquiry       10. Sex Offender Registration



        Option: _____



    F24-Exit   Page/Roll
```

SOS and LEIN Selection Menu

```
                    State Court Administrative Office
                      Judicial Information Systems

                        LEIN TAC Selection Menu


       1. LEIN Operator Certification
             and Warrant Validation Notification

       2. QLOG Format

       3. District Court Warrant Validation Reports
             for ORI _____
             _ Alpha    by NAM
             _ Numeric by DKT
             _ Numeric by OCA


        Option: _____



    F24-Exit   Page/Roll
```

LEIN TAC Selection Menu (Page 2)

SOS and LEIN Selection Menu (page 1)		
Option	**Description**	**Function**
1	**Secretary of State Inquiry**	• Driving records & addresses for *Michigan* drivers • Vehicle plate and VIN # information • Repeat Offender Status • Eligibility for restricted license • SOS "System" inquiries including: vehicle title and registration status; water craft info and boating record; snowmobile registration info; handicap stickers, etc.
2	**LEIN Inquiry**	Warrant Checks; Criminal Histories; ORI # Inquiries, etc.
3	**LEIN Admin Message**	Send messages to any ORI (LEIN terminals)
4	**LEIN Entry**	Enter and delete warrants and probation conditions into LEIN; inquire on valid PACC Codes.
5	**LEIN Multiple DLN Inquiry**	Request *multiple* Michigan and out-of-state driving records. Also does a warrant check ("Q" inquiry) at the same time.
6	**Hit Confirmation Request**	A request by the court to check if a warrant on the system is valid because the defendant is in custody - now.
7	**Hit Confirmation Response**	Either a Yes or No response to the Hit Confirmation request (see above) on whether a specific warrant is valid.
9	**CHR Entry**	Criminal History Reporting to MSP - Central Records Division. An entry here fills in the *judicial* portion of the criminal history.
10	**Sex Offender Registration**	Enter, modify and delete Sex Offender Registration information.
LEIN TAC Selection Menu (page 2)		
1	**LEIN Operator Certification and Warrant Validation Notification**	Enter certified LEIN operators or inquire on certified LEIN operators in your court. Allows court to validate warrants.
2	**QLOG Format**	A history log for the # of criminal history records requested for a specific ORI #. Used by LEIN auditors and for internal checks on your system.
3	**Warrant Validation Reports**	Electronic validation of warrants issued by the court.

Secretary of State Inquiry

Use this option to request information stored with the Michigan Department of State (SOS). This information includes, but is not limited to:

‣ Edited and Unedited Driving Records for *Michigan* drivers
‣ Repeat Offender Status
‣ Vehicle Plate Information, Vehicle Title Status and VIN #
‣ Handicap Sticker/Permit Records
‣ Snowmobile and Water Craft Registration Information
‣ Driver Boating Records

```
                    Secretary of State Inquiry


        Print:           ___   (PRT or Blank)

        Access Type:     ___   (DLN  CER  ELI  42  40  NAM  VPN  SYS)

        Key:             _____

        Birthdate:       _____

        Additional
        DLNs or VPNs:    _____   _____   _____

                         _____   _____   _____

                         _____   _____   _____

                         _____   _____   _____

                         _____   _____   _____

   F5-Retrieve  F6-Display Message   F7-Outq          F24-Previous Menu


  MA▌    a                                                    05/024
```

Secretary of State Inquiry Screen

Function Keys

F5   Retrieve information from previous inquiry
F6   Display Messages
F7   Display Outq
F24   Return to the Previous Menu

SOS Inquiry Field Descriptions

Print   To print the driving record, type PRT in this field. To view the record on-line, leave this field blank.

Access Type   Enter one of the following inquiry codes:

DLN - To request an edited driving record (36 lookup) inquire using the Driver License Number (DLN) as the key.

CER - To request a "certified" driving record using DLN as the key.

ELI - To determine the eligibility for a driver to obtain a restricted license using the DLN as the key.

42 - To request an unedited driving record (42 lookup). This inquiry includes accidents where no ticket was issued using DLN as the key.

40 - This inquiry will only list the current address of the driver without displaying the driving record using DLN as the key.

NAM - Use NAM to request a driving record using the driver's name. You may enter the full name and date of birth to get the driving record or you may also enter the full or partial name to get a list of drivers with the same name, their DLN # and city of residence. Then, do a second lookup to obtain the driving record with the DLN or full name and DOB.

VPN - To request vehicle plate information using the Vehicle Plate Number (VPN) as the key.

SYS - To perform any number of "system" inquiries provided by SOS that are detailed on the *SOS Lookup Key* on page 7 of this manual.

> ➠ *Hint:*   *Always make sure you end your "SYS" request with a period (in the Key field).*

Key   Use this field to enter data for inquiries using the access types listed below. See the previous page for more specific information on the access types.

Access Type	Key Information	Example
NAM	First Middle Last Suffix See *Hint* below	John Roy Smith Jr
DLN	Driver License Number	P500143221123
CER	Driver License Number	P500143221123
ELI	Driver License Number	P500143221123
40	Driver License Number	P500143221123
42	Driver License Number	P500143221123
SYS	Variable. Refer to the SOS Lookup Key on Page 7.	See Page 7

➠ *Hint:*   *If there is no known middle name or if only the middle initial is known, start your search including that information.*

A hyphen (-) is the only punctuation allowed when typing a name.

Birthdate   The Date of Birth is entered, along with the full name, when doing a NAM type inquiry. **Format:** 12151956.

Additional DLNs or VPNs   There are 15 additional lines for running driving histories or vehicle plate inquiries. You must enter DLN or VPN in the *Access Type* field with the first DLN or VPN number in the *Key* field.

SOS Lookup Key: *Use with "SYS" in Access Type*

To Look Up	SOS #	Key Information	Example
Complete Driving Record *36 = edited record* *42 = unedited record*	**36;1;** **36;2;** **42;1;** **42;2;**	Driver License Number Full Name / DOB Driver License Number Full Name / DOB	36;1;J500123456789. 36;2;JOHN ROY JONES;05051955. 42;1;J500123456789. 42;2;JOHN ROY JONES;05051955.
Full Name & Date of Birth	**49;2;**	Partial Name **and:** **M** = When Middle Name unknown **B** = DOB is unknown **P** = Middle name & DOB unk. **I** = DOB is unknown	49;2;JOHN JONES;05051955;M. 49;2;JOHN R JONES;B. 49;2;JOHN JONES;P. 49;2;JONH R JONES;I.
Repeat Offender Info **Prior Convictions**	**35;1;** **35;2;** **PRIOR;**	Driver License Number Full Name / DOB Prior Susp/Rest Violations	35;1;P500132443789. 35;2;JOHN ROY SMITH;10101950. PRIOR;P500153227586.
Complete History Since Date Specified	**38;1;**	DLN and beginning search date	38;1;J500123456789;06012000.
Current Address	**40;1;** **40;2;**	Driver License Number Full Name / DOB	40;1;J500123456789. 40;2;JOHN ROY JONES;05051955.
History of All Convictions	**43;1;** **43;2;**	Driver License Number Full Name / DOB	43;1;J500123456789. 43;2;JOHN ROY JONES;05051955.
History of all Open FACs	**44;1;** **44;2;**	Driver License Number Full Name / DOB	44;1;J500123456789. 44;2;JOHN ROY JONES;05051955.
Vehicle Title Status	**51;1;**	Vehicle I.D. Number (VIN #)	51;1;1G8ZG5595PZ319234.
Plate Registration Record	**13;**	License Plate Number	13;459AKE.
Complete Plate Reg. Info	**14;**	License Plate Number	14;459AKE.
Vehicle Alpha File Info	**15;** **15;** **15;***	Name (Last, First, Middle initial) Name and Street Address Search by code identifier (found in header)	15;JONES JOHN R. 15;JONES JOHN R;123 MAPLE. 15;*12345AB. (12345AB=Code)
Water Craft Registration Status Check Boating Record	**21;** **27;1;** **27;2;** **28;1;** **28;2;**	Registration Number Driver License Number Full Name / DOB Driver License Number Full Name / DOB	21;0001AA. 27;1;J500123456789. 27;2;JOHN ROY JONES;05051955. 28;1;J500123456789. 28;2;JOHN ROY JONES;05051955.
Snowmobile Registration	**25;**	Registration Number	25;A000001.
Complete Financial Responsibility Record	**73;1;**	Driver License Number	73;1;J500123456789.
Status of LEIN on a Title or Registration	**54;1;** **11;**	Vehicle Identification (VIN) # Vehicle Plate Number	54;1;1G8ZG5595PZ319234. 11;123ABC.
Handicap Stickers Handicap Permit	**78;** **79;**	Handicap Sticker Number Handicapper Permit	78;123456. 79;SMITH JOHN R.

Printing Your SOS Response

Enter your inquiry criteria and press the **Enter** key.

If you requested a print-out by typing PRT in the Print field, the information will print on the SOS printer that is assigned to your terminal or user i.d.

Viewing Your SOS Response On-Line

Press **"F7 Outq"** to view the SOS responses. When using this function you will display your SOS responses, as well as any SOS requests made by others in your court who share the same SOS printer. You may see other non-SOS type print files stored in that output queue as well.

In most JIS courts, you may have an option to view *only* your SOS requests. If you have the option **"F8 DspQ"** at the bottom of your screen, you will be able to view only the SOS inquiries initiated by your sign on.

To print a response from the **"F8 DspQ"** option, you must move it to the output queue (printer) of your choice using "2-change" in the Option Field on this screen. For more detailed information about moving files from one printer to another, refer to the printing chapter in the Traffic/Criminal/Probation User Guide or the Civil User Guide.

Working with the Output Queue (Outq)

After you have pressed **F7** or **F8** (depending on your terminal set up), the screen displayed below will appear.

To easily identify which files are responses from SOS, look at the *User Data* column. If this is an SOS inquiry, **SOSRSP** will appear in the User Data column and **QPRINT** will appear in the File column.

To display the file, type **5** in the Option column and press **Enter**.

```
                        Work with Output Queue

   Queue:   PRT03          Library:  QUSRSYS              Status:   RLS/WTR

   Type options, press Enter.
      1= Send   2= Change   3= Hold   4= Delete   5= Display   6= Release   7= Messages
      8= Attributes         9= Work with printing status


   Opt   File     User        User Data    Sts   Pages   Copies   Form Type   Pty
   5     QPRINT   D9900DCP     SOSRSP       HLD   6       1        8x11        5
         QPRINT   D9900DCP     SOSRSP       HLD   1       1        8X11        5
         QPRINT   D9900LLL     SOSRSP       HLD   1       1        8X11        5
         QPRINT   D9900KJS     SOSRSP       HLD   1       1        8X11        5

                                                                       Bottom

    Parameters for options 1, 2, 3 or command
    = = = > _____


    F3= Exit      F11= View 2     F12= Cancel    F20= Writers     F22= Printers
    F24= More keys
```

NAM Inquiry

When the only information you have is the person's name, do a NAM inquiry, leaving the PRT field blank. Type in one of the following:

- ‣ the first, middle and last name;
- ‣ the first and last name; or
- ‣ the first name, middle initial and last name

Go to your outq and display the file. The screen displayed below will appear showing the number of "hits" that match your criteria. The DLN, full name, date of birth and city of residence will be displayed. Note either the DLN or the full name/ date of birth and do another inquiry using this additional information to get the full driving record.

```
                        Display Spooled File
 File . . . . . :          QPRINT                       Page/Line   1/3
 Control . . . . . _____                             Columns    1 - 78
 Find  . . . . . .  _____
 *.....+ ......1......+ ......2......+ ......3......+ ......4......+ ......5.....+ .....6......+ .....7....+
 ...
  SOS Response Received  2/08/03 At 10:35:50
 /0798807S
 49;2;GEORGE JETSON;P.
 J-552-135-234-421 JETSON GEORGE KEVIN 121556 ROYAL OAK
 J-552-135-382-492 JETSON GEORGE LEROY JR 042267 ANN ARBOR
 J-552-135-429-921 JETSON GEORGE ROBERT 072145 FLINT
 J-552-135-845-226 JETSON GEORGE THOMAS 120682 KALAMAZOO
 J-552-135-911-232 JETSON GEORGE WILLIAM 020455 LANSING
 TOTAL: 5 HITS
  MI SOS
                                                       Bottom


 F3= Exit     F12= Cancel    F19= Left     F20= Right    F24= More keys
```

More Than 50 Hits

If there are more than 50 responses (hits) to your inquiry, you will get the message listed below. If you get the message, re-submit your inquiry with either a middle name, initial or a date of birth.

> *More than 50 Hits (Names) were encountered. Please re-submit your inquiry with more information.*

SOS Inquiry Examples

```
                        Secretary of State Inquiry

          Print:                 ___      (PRT or Blank)

          Access Type:           DLN      (DLN  CER  ELI  42  40  NAM  VPN  SYS)

          Key:                   P500132445678_____

          Birthdate:             _____

          Additional
          DLNs or VPNs:          T400558667577    D244312345231    R560334556543

                                 _____   _____   _____

                                 _____   _____   _____

                                 _____   _____   _____

                                 _____   _____   _____

   F5-Retrieve    F6-Display Message    F7-Outq   F8-DspQ    F24-Previous Menu
```

Multiple DLN Inquiry

```
                        Secretary of State Inquiry

          Print:                 ___      (PRT or Blank)

          Access Type:           42       (DLN  CER  ELI  42  40  NAM  VPN  SYS)

          Key:                   P500132445678_____

          Birthdate:             _____

          Additional
          DLNs or VPNs:          _____   _____   _____

                                 _____   _____   _____

                                 _____   _____   _____

                                 _____   _____   _____

   F5-Retrieve    F6-Display Message    F7-Outq   F8-DspQ    F24-Previous Menu
```

A "42" (complete driving record)

Secretary of State Inquiry

Print: ___ (PRT or Blank)

Access Type: **NAM** (DLN CER ELI 42 40 NAM VPN SYS)

Key: **FRANCIS SCOTT KEY** _____

Birthdate: **05051955**

Additional
DLNs or VPNs: _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____

F5-Retrieve   F6-Display Message   F7-Outq   F8-DspQ   F24-Previous Menu

NAM Inquiry using Full Name and Date of Birth

Secretary of State Inquiry

Print: ___ (PRT or Blank)

Access Type: **SYS** (DLN CER ELI 42 40 NAM VPN **SYS**)

Key: **51;1;1G8ZG5595PA320432**. _____

Birthdate: _____

Additional
DLNs or VPNs: _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____

F5-Retrieve   F6-Display Message   F7-Outq   F8-DspQ   F24-Previous Menu

SYS Inquiry for Vehicle Title Status Using VIN #

Secretary of State Inquiry

Print: ___ (PRT or Blank)

Access Type: **SYS** (DLN CER ELI 42 40 NAM VPN **SYS**)

Key: **35;1;P500143115443.** _____

Birthdate: _____

Additional
DLNs or VPNs: _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____

F5-Retrieve   F6-Display Message   F7-Outq   F8-DspQ   F24-Previous Menu

SYS Inquiry for Repeat Offender / License Status

Secretary of State Inquiry

Print: ___ (PRT or Blank)

Access Type: **SYS** (DLN CER ELI 42 40 NAM VPN **SYS**)

Key: **PRIOR;P5001432217880.** _____

Birthdate: _____

Additional
DLNs or VPNs: _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____

F5-Retrieve   F6-Display Message   F7-Outq   F8-DspQ   F24-Previous Menu

SYS Inquiry for Prior Repeat Offender Convictions

Explanation of a Driving Record

License Type and Code (see codes below)

SOS Response Received   5/20/03 At 15:16:39   **Offense Date and Description**
/0446688S-

42;1;J250585044333.
J-250-585-044-333
GEORGE ALEXANDER JETSON   04/23/1955   M   5-10   140   BRO
12345 Pine Street   O-Oper   04/19/1996   2000
Anywhere, MI 48333-2746   82   Voter

**Conviction
Dates** →

| 11/14/2000 | HAMTRAMCK | 11/01/1998 Speed 50/35 | 3 |

02/31/2001   SUSPENSION   **** 11/01/1998 FCJ #98123456A HAMTRAMCK

06/23/2001   SUSP TERMINATED   SPEED 50/35

07/18/2002   ACCIDENT   07/01/1999 243-8550 DETROIT PD

**Court
Location
or Event**

2 VEH/UNIT 0 INJ 0 KILLED

V01 X4 PA

MI SOS   (PREPARED IN COMPLIANCE WITH MCL 257.733)
(FOR GOVERNMENTAL OR INDIVIDUAL DRIVERS ONLY)

**This statement signifies the
end of the driving record**

2 Vehicles involved in the accident

   No one injured or killed

V = Fault Code (see below)

X = Drinking Code (see below)

PA = Vehicle Type (PA = passenger)

Fault Code	**Drinking Code**	**License Types**
V01 .... None	X0 .. No Drinking code	OPER .... Operator
V02 .... Speed too Fast	X3 .. Had Been Drinking	MOPED ..... Moped
V03 .... Fail to Yield	X4 .. Had NOT Been Drinking	CYCLE ...... Cycle
V04 .... Dis. Traffic Control	X5 .. Not Stated	CHAF .... Chauffeurs
V05 .... Drove Wrong Way		**Group:**
V06 .... Drove Left of Center		**A**= Towing> 10,000 lbs
V07 .... Improper Passing		**B**= Single Veh.> 26,000 lbs
V08 .... Improper Lane Use		**C**= All Others
V09 .... Improper Turn	**License Codes**	
V10 .... Improper Turn/No Signal	C .... Corrected	**Endorsements**
V11 .... Improper Backing	D .... Duplicate	N - Tankers
V12 .... Unable to Stop	E .... Extension by Mail	P - Passengers
V13 .... Other	M ... Minors	T - Double Trailers
V14 .... Unknown	O .... Original	X - Comb. Tanker & Haz.
	P .... Probationary	H - Hazardous Materials
	R .... Renewal	

Standard Abbreviations on Driving Record

Abbrev	Explanation	Abbrev	Explanation
ACC	Accident	INFL	Influence
ADDL	Additional	INJ	Injured
ADMIN	Administrative	INSTR	Instruction
AHSP	Alcohol Highway Safety Program	INTOX	Intoxicated
APP	Application	LATE RECD ABST	Late Received Abstract (90+ from date of conviction)
AUTH	Authority, Authorized	LIC	License
CDL	Commercial Driver License	LIQ	Liquor
CDSS	County Driver Safety School	MAG	Magistrate (court)
CF#	Court File Number	MAND	Mandatory
CIRC	Circuit Court	MCL	Michigan Compiled Laws
CONF	Conference	MED	Medical
CONTD	Continued	MS	Mandatory Suspension
DI	Driver Improvement	MSP	Michigan State Police
DIAG	Diagnostic	MTR	Motor
DLAD	Driver License Appeal Division	MUN	Municipal (Court)
DR STMT	Doctor Statement	NEG	Negligent
EFF	Effective	NUM	Numb
ELIG	Eligible	ORIG	Original
EMERG	Emergency	OUCS	Operate /Con't Substance
EQUIP	Equipment	OUIL	Operate/Liquor
FAC	Failure to Appear in Court	OWI	Operate while Impaired
FCJ	Failure to Comply w/Judgment	P.D.	Property Damage
FCA	Failure to Change Address	P.I.	Personal Injury
FCPV	Failure to Clear Parking Viol	PD	Police Department
FED	Federal	PROB	Probation
FIN RESP	Financial Responsibility	RECOM	Recommended
FTA	Failed to Appear	REQ	Requirements
GRP	Group	RESP	Responsibility
GVW	Gross Vehicle Weight	REST	Restrictions or Restricted
INDEF	Indefinitely	RETD	Returned

Abbrev	Explanation
REV	Revocation
SO	Sheriff's Office
SPEC	Special
SSN	Serial Number
STMT	Statement
SUBJ	Subject
SUPT	Superintendent
SUSP	Suspension
TEMP	Temporary
TERM	Terminate
TIP	Temporary Instruction Permit
UA	Under Age (under 21)
UBAC	Unlawful Body Alcohol Content
UDAA	Unlawful Driving Away Auto
UDR	Unsatisfactory Driving Record
UJ	Unsatisfied Judgment
VEH	Vehicle
VIOL	Violation
X-WAY	Expressway or Freeway
W/O	Without
YR	Year

VIN# Inquiry
(Vehicle Indentification Number)

SOS Response Received   5/21/2003 AT 09:53:22
/0449089S
51;1;1G8ZG5595PZ319434

Original or *Transferred*
Owner of Vehicle

2001 SATURN   1G8ZG5595PZ319434   18   FOUR DOOR   ORIGINAL

07-09-1993   131D1890187   SL1   50 A

DINAH C PAYNE
3408 CASTLE AVENUE
SOUTHFIELD   48034-1234
MI SOS

Actual Mileage @
Time of Purchase

**Year & Make
Of Car**

**Title Number
and date of
Title**

Model

**Approximate Value of Car @ time of
purchase in $1,000 increments.
(10 = $10,000)**

VPN Inquiry
(vehicle plate number)

```
SOS Response Received 4/25/03 At 13:01:59
/1458966S
13;490GFP.
10/10/2000

DINAH C PAYNE                          PC-TRANSFER
23333 ELM ST                           P-500-143-115-780
2000 SATURN 4D 13                      NOVI 48375-4006
MI SOS                                 1G8Z45673YZ135791  SL2
```

Plate Type   VIN   Model

	SOS Plate Type Codes		
Code	**Description**	**Code**	**Description**
AR	ARO (HAM) Plate	PC	Passenger Plate
AQ	Historical	PE	Personalized (Vanity) Plate
CO	Commercial Plate	SC	Great Lakes Splendor (Commercial)
DV	Disabled Veteran Plate	SC	Special Mobile Plate
DX	Handicapped (Wheelchair) Plate	SM	Great Lakes Splendor (Motorcycle)
FM	Farm Plate	SN	Snowmobile Registration
LS	Legislative Plate	SP	Great Lakes Splendor (Passenger)
MP	Moped Registration	ST	Great Lakes Splendor (Trailer)
MC	Motorcycle Plate	TL	Trailer Plate
MU	Municipal Plate	VF	Foreign War Veteran
NG	National Guard	WC	Watercraft Registration
OR	Organization		

The Law Enforcement Information Network, LEIN, is a Michigan-based computerized information system established as a service to Michigan's criminal justice agencies. It is the goal of LEIN to maintain accurate and timely criminal justice information readily available to all criminal justice agencies.

Through the use of computer equipment located at Michigan State Police Headquarters in Lansing, LEIN stores criminal justice information which can be instantly retrieved and furnished to any authorized agency through a LEIN or LEIN-linked terminal. Through the Judicial Information Systems (JIS) interface to LEIN, courts have access to criminal histories, criminal history reporting, warrant entry/recall, out of state driving records, entry and cancellation of conditional bond release information and probation orders, and sex offender registration

The LEIN system also provides an interface and message forwarding to the following computer systems on a statewide and national basis:

- LEIN .... Michigan Law Enforcement Information Network
- SOS .... Michigan Secretary of State Driver/Vehicle Records
- CMIS ...... Michigan Corrections Management Information System
- NLETS .... National Law Enforcement Telecommunications Systems
- NCIC .... National Crime Information Center
- CPIC .... Canadian Police Information Centre

LEIN (*Michigan Law Enforcement Information Systems*)

Michigan Records On:

• Criminal Histories
• Persons – Wanted, Missing, Injunctions, PPOs, Material Witnesses
• Sex Offender Information
• Stolen License Plates
• Vehicles - Stolen, Wanted, Abandoned, Impounded
• Gun Registrations
• Officer Safety Cautions
• U.S. Bureau of Alcohol, Tobacco & Firearms Repeat Offenders

Message Forwarding to Interfaced Systems

NCIC *National Crime Information Center*	**NLETS** *National Law Enforcement Telecommunications Systems*
• Criminal History Records • Wanted Persons • Unidentified Persons • Stolen Vehicles / Property • Deported Felons • Secret Service Protectives • Violent Gangs & Terrorists	Message Switching to Out-of-State and Out-of-Country (INTERPOL) Systems • Criminal History Records • Persons (Wanted & Driver Records) • Vehicles (Wanted & Vehicle Registration) • Property Files (Stolen, Missing)
SOS *Michigan Secretary of State*	**CMIS** *Michigan Corrections Management Information Systems*
Michigan Records On: • Driving Records • Vehicle Registration / Titles • Personal IDs	**Michigan Information On:** • Prisoners / Parolees • Incarcerated Prisoner "Holds"

CPIC
Canadian Police Information Centre

Canadian Records On:
• Criminal Histories
• Wanted Persons
• Stolen License Plates, Vehicles, Property
• Driver License Status Records
• Vehicle Registrations

LEIN and LEIN-Interfaced Agencies

L E I N

_____The LEIN data files contain the following information that may be of interest to criminal justice agencies:

‣ **Michigan Criminal History Records System** (CHR). The CHR System is an automated file that provides criminal history information on Michigan offenders.

‣ **Wanted / Missing Persons**. This file includes individuals that are wanted for:

- Civil Infractions
- Felony and/or Misdemeanor Warrants
- Criminal Bench Warrants
- Civil Warrants
- Non-Criminal Processes
- Injunctive Orders
- ATF Violent Felons

‣ **Sex Offender Registrations**. This file contains persons convicted of certain offenses under Public Act 295 of 1994.

‣ **Probation Orders**. This file contains orders of adult/juvenile probation with conditions for the protection of one or more named persons or with orders of interest to the criminal justice community (P.A. 449 of 1998)

N C I C

_____The National Crime Information Center is the Federal Bureau of Investigation (FBI) national headquarters computer system, providing out-of-state criminal justice information files to all local, state, and federal agencies. Through NCIC, LEIN users are able to receive criminal justice informational files from other states.

The NCIC also provides an Interstate Identification Index, also known as Triple i (III). NCIC III is an automated system that provides interstate exchange of Criminal History Record Information (CHRI).

N L E T S

The National Law Enforcement Telecommunications System is a communications network linking the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands and Canada to a central message switching computer located in Phoenix, Arizona. Through NLETS, Michigan LEIN users are able to make direct, on-line inquiries into and receive on-line responses from the automated vehicle registration and/or driver license files of all the other American states and Canada.

C M I S

The Corrections Management Information System contains records for all persons assigned a Michigan Client (Prison) Number. Through CMIS, LEIN users are able to receive prison information on persons incarcerated, on parole, or in a community placement facility in Michigan. In addition, information is available on persons who have been discharged from a Michigan prison, have escaped from prison, or who once were a prison inmate but are now deceased.

Michigan Secretary of State (SOS)

The Secretary of State computer system contains Michigan Vehicle and Driver Record Information. Through SOS, LEIN users are able to receive Michigan vehicle registration and title information, driving and boating records, and personal identification records.

Although SOS information is available through LEIN, you may request driver or vehicle information through the SOS system that is described earlier in this manual, without going through the more complex LEIN system.

Courts are cautioned that their right to access LEIN data is restricted to what can reasonably be construed to be related to their criminal justice responsibilities. Questions on LEIN access restrictions should be addressed to the Executive Secretary of the Criminal Justice Information System (CJIS) Policy Council.

The following criminal justice agencies are allowed full LEIN access in the performance of their legitimate criminal justice duties:

- Courts (Criminal Division)
- Probation / Parole Departments
- Law Enforcement Agencies
- Department of Corrections
- Prosecutors

For a list of agencies who have restricted LEIN access, refer to the Terminal Agency Coordinator (TAC) Manual prepared by the LEIN-AFIS Field Services Division as well as recent LEIN News Bulletins. All courts should have a copy of the TAC Manual, as well as the LEIN Operations Manual (LOM).

LEIN Misuse - Criminal Penalties

MCL 28.214, Section 4, effective July 1, 1998 provides, in part:

(2) A person shall not disclose information from the law enforcement information network to a private entity for any purpose, including, but not limited to, the enforcement of child support programs.

(3) A person shall not disclose information from the law enforcement information network in a manner that is not authorized by law or rule.

(4) A person who violates subsection (2) or (3) is:

(a) For a first offense, guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than $500.00, or both.

(b) For a second or subsequent offense, guilty of a felony punishable by imprisonment for not more than four years or a fine of not more than $2,000.00, or both.

Terminal Agency Coordinator

NCIC requires each court to have a **Terminal Agency Coordinator** (TAC). The TAC shall be a person versed and knowledgeable in rules, regulations, applications and operation of LEIN/NCIC and the interfaced systems. The TAC shall have the authority to act on behalf of the departmental agency head as liaison with the LEIN Field Services Section.

TAC duties and responsibilities include:

♦   Serve as primary liaison with the LEIN Field Services staff

♦   Ensure system integrity regarding security, access and dissemination of LEIN/NCIC information

♦   Coordinate training and operator proficiency testing

♦   Maintain and update LEIN and NCIC manuals

♦   Ensure compliance with LEIN/NCIC record validation

♦   Coordinate audits with LEIN Field Services Section

♦   Attend all applicable LEIN/NCIC training

Operator Certification

The TAC is responsible to test and certify all *operators*. In addition, the TAC is also responsible to test and reaffirm these operators every two years. An *operator* shall be any person that uses a computer terminal to access or update, no matter to what degree, LEIN/NCIC data.

A 70% passing grade shall be attained by all *operators*, however, the court may elect a more stringent pass/fail qualification for certification.   Certification and reaffirmation tests are provided in the TAC Manual or may be prepared by your agency.

The TAC must maintain a listing of the *operators* that have been certified and reaffirmed in LEIN. For information about certifying and reaffirming LEIN *operators*, **see pages 100-101???** of this manual. A sample certification test can be found in the LEIN TAC Manual distributed by the Michigan State Police.

LEIN Access

To access any of the LEIN data entry or inquiry screens, select the most appropriate option from the menu or enter the **code** for the screen you wish to access (see table below). The codes used in the *Option* field are the codes that LEIN has assigned to perform certain functions.

```
                    State Court Administrative Office
                     Judicial Information Systems

                        SOS & LEIN Selection Menu

      1. Secretary of State Inquiry       6. Hit Confirmation Request

      2. LEIN Inquiry                      7. Hit Confirmation Response

      3. LEIN Admin Message

      4. LEIN Entry                        9. CHR Entry

      5. LEIN Multiple DLN Inquiry        10. Sex Offender Registration



         Option: █____



    F24-Exit   Page/Roll

                                                           18/01
```

SOS/LEIN Main Menu

LEIN Screen	Access Code
LEIN Inquiry	Q, QH, QHW or QPBN
Admin Message	A
LEIN Entry	EW, MW, CW, ESUP, CSUP, EPB, MPB, CPB, or QPACC
Hit Confirmation Request	YQ
Hit Confirmation Response	YR
QLOG Format	QLOG
Criminal History Records	EJUD, MJUD, or CJUD
Sex Offender Registration	ESOR, CSOR, MSOR, SCSUP, or SESUP
LEIN Operator Certification	CER

LEIN Inquiry

Use this option to request warrant checks and criminal histories from the United States and Canada. You may also request valid ORI numbers and agency information.

```
                    Law Enforcement Information Network Inquiry

        Type of Search: █___   (Q-Inquiry, QH-Criminal Histories, QHW-Both)

        OPR: _____   FOR: _____   PUR: _____

        NAM: _____   RSX: U _

        DOB: _____   OCA: _____   SOS: _____      CMS: __

        SID: _____   FBI: _____   PNO: _____   PRN: _____

        STA: __   OLN: _____   PLT: _____

        LIC: _____   LIT: __   VIN: _____

        SOC: _____   MNU: _____   CNL: ___

        MIS: _____
    _____
    Add'l Information:
    _____
    _____

     F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu


    MA█   a           MW                                        03/021
```

LEIN Inquiry Screen

The *Add'l Information* lines are for additional scan lines that are not currently available on this screen.

Function Keys

F5 .... Retrieve information from last inquiry
F6 .... Display Messages
F7 .... Display Outq
F12 .... Toggle between literal field name and scan line #
F24 .... Return to Previous Menu

LEIN Inquiry Fields

Scan Line	Field Name	Information	Format
	Type of Search	Code for the type of search *(See following page for details)*	**Q** - inquiry **QH** - criminal history **QHW** - both Q and QH **QR** - **Use With FBI or SID #** **QHIT** - Search "No-Hit" File
55	OPR	Operator's Name	Jones
56	FOR	Person/Agency Requesting Record	Judge Brown/23rd DC
52	PUR	Purpose Code & Reason *(See following page for codes)*	C/Sentencing C/Arraignment
1	NAM	Name with 3 slashes	Smith/John/Roy/Jr
2	RSX	Race / Sex	W M *(Appendix A)*
7	DOB	Date of Birth	19561215 (year / mo / day)
15	OCA	Complaint / Case Number (also referred to as police report or incident number)	03-3245
47	SOS	A 2-digit SOS inquiry code. When using more than one code, separate with a "/".	35/43 *(Appendix D)*
77	CMS	Request info from Dept. of Corrections using info in scan lines 1, 12, 50 or 51	Valid entries: 1, 12, 50, or 51
50	SID	State Identification #	123456789
39	FBI	FBI #	9006600
20	PNO	LEIN-Generated Person Entry #	10876622
51	PRN	Prison # assigned by Dept. of Corrections. (Also called Inmate # or Client #)	123456
10	STA	State Abbreviation	MI *(Appendix A)*
11	OLN	Driver License #	P500132554678
13	PLT	License Plate #	453XKE
31	LIC	Complete License Plate Information *(year/month/state/plate)*	200307/OH/123XFR
28	LIT	License Plate Type Code	PC *(Appendix H)*
32	VIN	Vehicle Identification #	1GZ435PN456765
12	SSN	Social Security #	364887541
40	MNU	Miscellaneous identifying number	PI-123456 *(Appendix B)*
43	CNL	Show Canceled Warrants (prior 2 weeks)	Yes
41	MIS	Used to add additional information or to further describe a record.	Free Form Comments

Types of Searches - Inquiries

Q	Search LEIN and NCIC (III) files for open warrants.
QHIT	Search the LEIN "No-Hit" file. The "No-Hit" file contains records of recent inquiries by other courts/agencies also without a "hit."
QH	Search for possible matches in Michigan CHR and/or NCIC (III) files for a segment of the criminal history. When used with the SID, FBI, CTN or PRN, a more complete criminal history can be obtained. *(Requires "Purpose" field)*
QHW	Search for possible matches in Michigan CHR and/or NCIC (III) and the Wanted Persons file for BOTH open warrants and a segment of the criminal history.
QR	This search provides the full CHR from the SID # for Michigan and each state or federal CHR from NCIC (III) by using the FBI #. This inquiry may be done after an initial "Q", "QH" or "QHW" inquiry when the FBI # or a State SID # is provided.
ZO	Obtain ORI number information by either using the ORI # as the search criteria to determine the agency or using agency location to obtain the ORI #.
QWAR	Produce a list of the 100 most recent warrant records entered by the ORI # specified, if the warrants are still active. An option to show canceled records is available.

Purpose Field - PUR (52)

Purpose	Format
Criminal Justice	C/ Reason for Inquiry (C/Arraignment, Sentencing, etc.)
Criminal Justice Employment	J/ Position (J/Probation Officer, J/Court Clerk, etc.)
Holmes Youthful Training Act*	HYTA **(Cannot be used with QHW inquiry.)**
Controlled Substance*	7411 **(Cannot be used with QHW inquiry.)**
Domestic Abuse*	ABUSE **(Cannot be used with QHW inquiry.)**
Parental Kidnaping	KID **(Cannot be used with QHW inquiry.)**
Conviction Set Aside	CSA/ Reason for Inquiry (CSA/Arraignment, CSA/Sentencing, etc. **(Cannot be used with QHW)**
Concealed Weapon Permit Inquiry	F/CCW

Pursuant to a CJIS Policy Council decision effective 12/01, when using Purpose Codes of **F** or **J**, the mental health file will automatically be searched.

* Note: This information is suppressed if using the purpose code of 'C'.

Required Fields for a "QH" or "QHW" Inquiry			
Scan Line	Field Names	Information	Format
	Search Type	Type of Search Requested (see previous page)	QH or QHW
55	OPR	Operator	JONES
56	FOR	Person/Agency Requesting	Judge Brown/99th DC
52	PUR	Purpose Code and Reason (see previous page for valid codes)	C/Arraignment
1	NAM	Name of Defendant (3-slashes)	SMITH/JOHN/ROY/JR
2	RSX	Race / Sex	W M (Appendix A)
7	DOB	Date of Birth (year/mo/day)	19561215
15 41	OCA MIS	**Either** OCA (*Court Case Number*) or MIS (*Remarks*) is required	03-12345

"Q" Inquiry

Required fields are the same as above, however, **PUR** (52) must be *omitted*. A "Q" inquiry cannot be performed with an out-of-state SID number.

"QR" Inquiry

After the initial Q, QH, or QHW inquiry, type the FBI number in the **FBI** field (39) or the Michigan SID number in the **SID** field (50) and press **Enter.** If it is an out-of-state SID number, you must enter the number *and* the state.

An inquiry with either a FBI or SID number will provide the complete criminal history. If both numbers are known, use only the FBI number.

> ➠*Hint:* Use a "QR" request with the FBI or SID #, instead of another QHW with those fields to avoid getting the warrant check information again .

```
                Law Enforcement Information Network Inquiry

        Type of Search: QHW   (Q-Inquiry, QH-Criminal Histories, QHW-Both)

        OPR: PAYNE            FOR: WOJEWUCZKI/19TH DC    PUR: C/SENTENCING

        NAM: SMTIH/JOHN/ROY/                      RSX: W M

        DOB: 19561215   OCA: 01-1111            SOS: _____  CMS: __

        SID: _____   FBI: _____   PNO: _____   PRN: _____

        STA: __  OLN: _____   PLT: _____

        LIC: _____        LIT: __   VIN: _____

        SOC: _____   MNU: _____   CNL: ___
        MIS: _____
        _____
        _____
    Add'l Information:
        _____
        _____
     F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu



     MA▌   a              MW                                09/033
```

QHW Inquiry

```
                Law Enforcement Information Network Inquiry

        Type of Search: QHW   (Q-Inquiry, QH-Criminal Histories, QHW-Both)

        OPR: PAYNE            FOR: WOJEWUCZKI/19TH DC    PUR: C/SENTENCING

        NAM: SMTIH/JOHN/ROY/                       RSX: W M

        DOB: 19561215   OCA: 01-1111            SOS: 42_____  CMS: __

        SID: _____   FBI: _____   PNO: _____   PRN: _____

        STA: __  OLN: S500143132117 ▌_____   PLT: _____

        LIC: _____        LIT: __   VIN: _____

        SOC: _____   MNU: _____   CNL: ___
        MIS: _____
        _____
        _____
    Add'l Information:
        _____
        _____
     F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu



     MA▌   a              MW                                13/033
```

QHW Inquiry with a Driving Record Request for a MI Driver

```
                Law Enforcement Information Network Inquiry

      Type of Search: QR    (Q-Inquiry, QH-Criminal Histories, QHW-Both)

      OPR: PAYNE            FOR: CLOONEY/99TH DIST CT   PUR: C/SENTENCING

      NAM: SMTIH/JOHN/ROY/                    RSX: W M

      DOB: 19561215   OCA: 01-1111            SOS: _____   CMS: __

      SID: _____   FBI: 9006600    PNO: _____   PRN: _____

      STA: __  OLN: _____   PLT: _____

      LIC: _____        LIT: __   VIN: _____

      SOC: _____   MNU: _____   CNL: ___
      MIS: _____
      _____
      _____
      Add'l Information:
      _____
      _____
      F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu



      MA█    a            MW                              11/035
```

QR Inquiry using the FBI #

```
                Law Enforcement Information Network Inquiry

      Type of Search: QR    (Q-Inquiry, QH-Criminal Histories, QHW-Both)

      OPR: PAYNE            FOR: CLOONEY/99TH DIST CT   PUR: C/SENTENCING

      NAM: SMTIH/JOHN/ROY/                    RSX: W M

      DOB: 19561215   OCA: 01-1111            SOS: _____   CMS: __

      SID: 1350122H   FBI: _____   PNO: _____   PRN: _____

      STA: OH  OLN: █_____   PLT: _____

      LIC: _____        LIT: __   VIN: _____

      SOC: _____   MNU: _____   CNL: ___
      MIS: _____
      _____
      _____
      Add'l Information:
      _____
      _____
      F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu



      MA█    a            MW                              13/019
```

QR Inquiry using Ohio SID #

```
       Type of Search: QCCW   (Q-Inquiry, QH-Criminal Histories, QHW-Both)

       OPR: HASSETT_____     FOR: COOLEY/99TH DIST CT_   PUR: _____

       NAM: _____      RSX: U _

       DOB: _____    OCA: _____    SOS: _____    CMS: __

       SID: _____    FBI: _____    PNO: _____    PRN: _____

       STA: __  OLN: _____    PLT: _____

       LIC: _____    LIT: __   VIN: _____

       SOC: _____    MNU: _____    CNL: ___
       MIS: _____
       _____
       _____

   Add'l Information:
   96:123456A._____
   _____

    F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu



   MA█   a                                                        03/021
```

QCCW inquiry. Shows history of previous suspensions/revocations or civil infractions on the license relating to the handgun licensure law (CCW).

```
       Type of Search: QR__   (Q-Inquiry, QH-Criminal Histories, QHW-Both)

       OPR: HASSETTM_____     FOR: CLULESS/99TH DIST CT_   PUR: 7411_____

       NAM: DOE/HERMAN/DAVID/_____      RSX: W M

       DOB: 19300704   OCA: 01-1111_____    SOS: _____    CMS: __

       SID: 497J_____    FBI: _____    PNO: _____    PRN: _____

       STA: __  OLN: _____    PLT: _____

       LIC: _____    LIT: __   VIN: _____

       SOC: _____    MNU: _____    CNL: ___
       MIS: _____
       _____
       _____

   Add'l Information:
   _____
   _____

    F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu



   MA█   a                                                        05/061
```

QR inquiry for 7411 eligibility

```
           Law Enforcement Information Network Inquiry
     Type of Search: Q___  (Q-Inquiry, QH-Criminal Histories, QHW-Both)

     OPR: HASSETT_____    FOR: CLUELEZ/99TH DIST CT   PUR: T/N_____

     NAM: _____    RSX: U _

     DOB: _____   OCA: _____   SOS: _____   CMS: __

     SID: _____   FBI: _____   PNO: _____   PRN: _____

     STA: __  OLN: _____   PLT: _____

     LIC: _____   LIT: __   VIN: _____

     SOC: _____   MNU: _____   CNL: ___
     MIS: _____

     _____
Add'l Information:
31:200300/ON/619PDR.

 F5-Retrieve  F6-Messages  F7-Outg  F12-Line #'s  F24-Previous Menu
```

Canadian License Plate inquiry (Note: if plate month is unknown use 00)

```
           Law Enforcement Information Network Inquiry
     Type of Search: Q___  (Q-Inquiry, QH-Criminal Histories, QHW-Both)

     OPR: HASSETT_____    FOR: CLUELEZ/99TH DIST CT   PUR: T/N_____

     NAM: _____    RSX: U _

     DOB: _____   OCA: _____   SOS: _____   CMS: __

     SID: _____   FBI: _____   PNO: _____   PRN: _____

     STA: OH  OLN: _____   PLT: _____

     LIC: 200405/OH/123XFR____   LIT: __   VIN: _____

     SOC: _____   MNU: _____   CNL: ___
     MIS: _____

     _____
Add'l Information:


 F5-Retrieve  F6-Messages  F7-Outg  F12-Line #'s  F24-Previous Menu
```

Out of State License Plate Inquiry

LEIN Inquiry - *Canadian Driving Records*

Follow the example displayed below to obtain driver license status records and warrant checks from Canada. On the following page is a chart of required fields and formats.

Note: The response from Canada will give only the *status* of the license, not the full driving record with convictions.

```
     Type of Search: Q___   (Q-Inquiry, QH-Criminal Histories, QHW-Both)

     OPR: PAYNE_____    FOR: PAYNE/99TH DIST CT    PUR: T/N_____

     NAM: SMITH/JOHN/ROY/_____    RSX: W M

     DOB: 19571215   OCA: _____   SOS: _____         CMS: __

     SID: _____   FBI: _____   PNO: _____   PRN: _____

     STA: ON   OLN: ON/S128447656█_____   PLT: _____

     LIC: _____   LIT: __   VIN: _____

     SOC: _____   MNU: _____   CNL: ___

     MIS: _____
  _____
  Add'l Information:
  _____
  _____
   F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu


  MA█   a           MW                              13/032
```

Canadian Driving Record Status Inquiry

Required Fields for Canadian Driver License Status			
Scan Line	**Field Names**	**Information**	**Format**
	Type of Search	Type of Search Requested	**Q**
55	**OPR**	LEIN Terminal Operator	JONES
56	**FOR**	Person / Agency requesting info	SMITH/44th DC
52	**PUR**	Purpose Code / PPS code Purpose Codes: PPS Code (*Person/Property in Sight*)	**T/Y** N - Narcotics F - Fraud V - Violent Crimes T - Traffic Violations S - Theft H - Humanitarian **Y** (yes) or **N** (no)
1	**NAM**	Name of person (3 slashes)	SMITH/JOHN/ROY/
2	**RSX**	Race / Sex	W M *(Appendix A)*
7	**DOB**	Date of Birth	19550505
10	**STA**	Canadian Province Code	AB - Alberta BC - British Columbia MB - Manitoba NK - New Brunswick NF - Newfoundland NS - Nova Scotia ON - Ontario PE - Prince Edward Island PQ - Quebec SN - Saskatchewan NT - Northwest Territory YT - Yukon Territory
11	**OLN**	Province Code / Driver License #	ON/S1234567

ZO Inquiry - (ORI Search)

Type **ZO** in the *Type of Entry* field and on the *Add'l Information* line at the bottom of the screen, type one of the following options to get information about:

- a specific agency, using the agency's ORI # as the search criteria; or

- ORIs, using the location and type of agency as the search criteria.

Agencies should notify LEIN Field Services through an Administrative Message to ELLT or telephone (517) 336-6150 of any change that needs to be made in this file.

<table>
<tr>
<th colspan="2">ZO Inquiries</th>
</tr>
<tr>
<th>Type of Inquiry</th>
<th>Format</th>
</tr>
<tr>
<td>In-State LEIN File</td>
<td>ORI/MI6300995J.</td>
</tr>
<tr>
<td>Out-State NCIC / NLETS</td>
<td>ORI/TXDPD0000.</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>FED/FBI.STA/MI.</td>
</tr>
<tr>
<td>Federal Agency by City</td>
<td>FED/FBI-DALLAS.STA/TX.</td>
</tr>
<tr>
<td>ORI by City/County/State Location</td>
<td>LOC/SOUTHFIELD.STA/MI.TYP/JJ.
See format below.</td>
</tr>
<tr>
<td colspan="2" align="center">**To obtain an ORI# for a specific Agency by location, the formula is:**

LOC/city or county.STA/state code.TYP/type code.</td>
</tr>
<tr>
<th colspan="2">Agency Type Codes</th>
</tr>
<tr>
<td>**PD**</td>
<td>Municipal Police</td>
</tr>
<tr>
<td>**SO**</td>
<td>County Sheriff</td>
</tr>
<tr>
<td>**SA**</td>
<td>State Agencies</td>
</tr>
<tr>
<td>**FE**</td>
<td>Federal Agencies</td>
</tr>
<tr>
<td>**LE**</td>
<td>Other (i.e., CJDC)</td>
</tr>
<tr>
<td>**NJ**</td>
<td>Non-Criminal Justice (i.e., Secretary of State)</td>
</tr>
</table>

JA	Prosecutor	
JC	Corrections & Parole Offices	
JG	Probation Offices	
JJ	Courts	
JF	Federal Non-Law Enforcement	
CJ	Pre-trial Services and Central Dispatch	

```
                Law Enforcement Information Network Inquiry

        Type of Search: ZO    (Q-Inquiry, QH-Criminal Histories, QHW-Both)

        OPR: _____      FOR: _____     PUR: _____

        NAM: _____     RSX: U _

        DOB: _____    OCA: _____    SOS: _____   CMS: __

        SID: _____    FBI: _____    PNO: _____    PRN: _____

        STA: __  OLN: _____    PLT: _____

        LIC: _____         LIT: __   VIN: _____

        SOC: _____    MNU: _____   CNL: ___
        MIS: _____
        _____
        _____
    Add'l Information:
    ORI/MI630995J._____
    _____
     F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu


    MA   a              MW                                        22/016
```

ZO Inquiry on a known ORI #

```
                Law Enforcement Information Network Inquiry

        Type of Search: ZO    (Q-Inquiry, QH-Criminal Histories, QHW-Both)

        OPR: _____      FOR: _____     PUR: _____

        NAM: _____     RSX: U _

        DOB: _____    OCA: _____    SOS: _____   CMS: __

        SID: _____    FBI: _____    PNO: _____    PRN: _____

        STA: __  OLN: _____    PLT: _____

        LIC: _____         LIT: __   VIN: _____

        SOC: _____    MNU: _____   CNL: ___
        MIS: _____
        _____
        _____
    Add'l Information:
    LOC/SOUTHFIELD.STA/MI.TYP/JJ.█_____
    _____
     F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu


    MA   a              MW                                        22/030
```

ZO Inquiry using Location and Type (JJ = courts)

QWAR Inquiry

A QWAR inquiry will produce a list of up to 100 of the most recent wanted person entries for your ORI #, provided those warrant entries are still active at the time of the inquiry. *(Refer to the November 2001 LEIN Bulletin)*

Inquiries can be made for:

1. Records Entered by a Specific ORI
2. Records Entered by a Law Enforcement ORI for a specific Court ORI
3. Records Entered by a Court with a Specific Law ORI
4. Recent Canceled Records -- 43:YES to include canceled records with 1,2 or 3 above

In order to perform this inquiry, the information must be typed in scan line format on the *Add'l Information* lines at the bottom of the LEIN Entry Screen. A period is required at the end.

Example: **55:Payne.56:Payne/99th Dist Court.43:Yes.**

Required Fields		Optional	
55 Operator		43 Show Cancels	
56 For (person requesting)			
*53 *Court ORI* is automatically sent by JIS			

```
                 Law Enforcement Information Network Inquiry

         Type of Search: QWAR  (Q-Inquiry, QH-Criminal Histories, QHW-Both)

         OPR: R_____   FOR: _____   PUR: _____

         NAM: _____   RSX: U _

         DOB: _____   OCA: _____   SOS: _____   CMS: __

         SID: _____   FBI: _____   PNO: _____   PRN: _____

         STA: __   OLN: _____   PLT: _____

         LIC: _____   LIT: __   VIN: _____

         SOC: _____   MNU: _____   CNL: ___
         MIS: _____

         _____
         Add'l Information:
         55:PAYNE.56:PAYNE/99TH DIST COURT.43:YES.█_____

          F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu
```

QWAR Inquiry Format

WINQ Inquiry

The travel advisory protocol has been removed from LEIN inquiry in an attempt to streamline the process and reduce redundancy. As a result, the MSP Travel Advisory will only be available on the Internet.   You may access this report at:

www.msp.state.mi.us/roads-weather

LEIN School Inquiry

To get information about LEIN-sponsored training for LEIN Operators and TACs, enter one of the following requests on the *Add'l Information* Line. A period is not required at the end of the request.

Type of Search: **F**
Add'l Information: **BASIC** (for Operators)
                       INVEST (for investigators) or
                       TACSCHOOL (for TAC training)

```
              Law Enforcement Information Network Inquiry

      Type of Search: F___   (Q-Inquiry, QH-Criminal Histories, QHW-Both)

      OPR: _____     FOR: _____     PUR: _____

      NAM: _____     RSX: U _

      DOB: _____    OCA: _____    SOS: _____         CMS: __

      SID: _____    FBI: _____    PNO: _____    PRN: _____

      STA: __   OLN: _____     PLT: _____

      LIC: _____    LIT: __    VIN: _____

      SOC: _____    MNU: _____    CNL: ___

      MIS: _____
      _____
      Add'l Information:
      TACSCHOOL_____
      _____
      F5-Retrieve  F6-Messages  F7-Outq  F12-Line #'s  F24-Previous Menu



      MA   a                                                    22/010
```

Request for List of TAC Training Schools

Option 3 - LEIN Administrative Messages

In-State Message

LEIN Administrative (Admin) Messages are those that are transmitted from one ORI number to one or more ORI numbers. These messages contain a destination header or address line, followed by the text of the message.

The header line **must** contain:

- ‣ A   (the "A" is pre-loaded on the screen)
- ‣ The Sender's ORI # (pre-loaded on the screen) or mnemonic identifier
- ‣ The Destination Agency(s) ORI# (ending with a period)

The header line **may** also contain:

- ‣ The sender's ORI # *again* (to get a printed copy of the sent Admin Message)

```
                     LEIN Administrative Message


A MI630995J MI6375100.MI630995J.
ATTN:  SGT JONES - DISPATCHER
REF:   WARRANT NO 01-22344

PLEASE CANCEL THE ABOVE WARRANT FOR:
NAM: SMITH/JOHN/ROY/
RSX: W M
DOB: 19561215
OCA: 01-1234

OPR: PAYNE   99TH DIST COURT   05/11/01   0900 HRS




     F5-Retrieve  F6-Messages  F7-Outq   F24-Previous Menu


MA   a                                                    05/051
```

Administrative Message Screen

Function Keys

F5 .... Retrieve information from last message
F6 .... Display Terminal Messages
F7 .... Display Outq
F24 .... Return to Previous Menu

JIS Header Format

The "A" and your agency ORI # will appear on this screen bolded.   Type the ORI# or mnemonic identifier of the agency(s) to which you wish to send a message, ending with a period.

Examples: **A MI630995J** MI6375100.

                    A MI630995J ELLT.

If you wish to maintain a copy of the sent message, type your ORI# after the ORI# of the agency you are sending the message to, ending with a period.   Always insert **one** space between the ORI numbers.

Example: **A MI630995J** MI6375100 MI630995J.

Same Number

Suggested Message Format for In-State Messages

```
A MI630995J MI6375100.
ATTN: LT JOHN DOE
REF: WARRANT # 12345

USE THE "ATTENTION" LINE TO ASSIST IN ROUTING THE MESSAGE.

INDICATE IN THE "REF" LINE IF THE MESSAGE IS IN REFERENCE TO
A PARTICULAR ORDER, TELETYPE, COMPLAINT, PRISONER, WARRANT,
PREVIOUS MESSAGE, ETC.

USE ABBREVIATIONS WHERE POSSIBLE.

USE PARAGRAPH SPACING TO FACILITATE EASIER READING.  KEEP
SENTENCES SHORT AND CONCISE.

THE "AUTHORITY" LINE IS USED ONLY TO AUTHORIZE ACTION BY THE
RECEIVING DEPARTMENT.  DO NOT USE NAMES OF PERSONS WHO ARE
ONLY AN INDIRECT AUTHORITY.

THE CLOSING LINE SHOWS THE SENDING DEPARTMENT OPERATOR'S
NAME OR INITIALS, DATE AND TIME USING MILITARY TIME.

AUTH: MIKE JONES 99TH DIST COURT  OPR: DCP  06/10/01 1100HRS
```

Why Send an Admin Message?

➡ Send a message to a Michigan police department to cancel a warrant

➡ Send a message to an out-of-state police department to inquire about a driving record if the state is not automated

➡ Confirm attendance at any LEIN sponsored training event

➡ Send inquiries to probation/parole departments regarding defendants

Prohibited Admin Messages

- Social announcements, i.e., Christmas messages, retirements, etc.
- Recruiting of personnel
- Messages in which a complainant is interested in property recovery
- Attempts to locate vehicle (breach of trust) without a warrant
- Excessively long messages
- Transmission of subpoenas
- Matters unrelated to valid criminal justice purposes

LEIN Responses to Administrative Messages

Each Admin Message transmitted from a terminal receives one of the responses listed below:

1) **LEIN-ACK**   This is an acknowledgment message advising that the destination station(s) have received the message.

2) An **Error Message**

3) **$.7.**   This is a delayed message advising that the destination agency **has not** immediately received the message. The destination will receive the message when it becomes operable. Each **$.7.** message will indicate the terminal agency(s) ORI or mnemonic identifier in the delayed message status.

Out-of-State Message

Because of expanded communications capability between NLETS states, standards have been established relative to the transmission of Admin Messages.

If the message includes information that is related to officer safety (i.e., armed and dangerous) this phrase should be placed at the top of the text on a separate line.

Each message must include the following fields after the header line:

- ‣ MSG:
- ‣ FROM:
- ‣ TO:
- ‣ TXT or REF

The fields of MSG, FROM, and TO, **must** include the colon (:) and **must** end with a period. Periods are **not** permitted within the body of these fields, however.

Each line should be limited to 72 characters across. **NLETS does not process over 72 characters on any line!** *Note: The JIS Admin Message Screen lines are 79 characters across.*

Line 1	A MI630995J KYKSP0000.
Line 2	MSG:112-1.
Line 3	FROM:43rd DISTRICT COURT, FERNDALE, MI.
Line 4	TO:KY STATE POLICE FRANKFORT SGT JOE SMITH.
Line 5	TXT Or REF
Line 6	ADVISE STATUS OF JOHN J JONES W/M. DOB 19700505.
Line 7	SUBJ ARRESTED BY YOUR DEPT 20010601 ON OUR WARRANT
Line 8	NO 03-12345.
Line 9	AUTH: KAY TOBIN, 43rd DIST COURT FERNDALE MI OPR: SKD

See the following page for an explanation of Line Numbers 1 - 9.

Out of State Message Line Numbers

Line 1   ORI number of Sending and Receiving Agencies. The "A" and sender's ORI # are pre-loaded on the screen.

Line 2   The "MSG:" line must be used to indicate your department's message number. To facilitate good communications, agencies are urged to establish a message numbering system. There is a limit of 63 characters in this field.

Line 3   The "FROM:" line must be used to indicate the name of the sending agency. If desired, the sender's name and the sending department's name may be used. There is a limit of 63 characters in this field.

Line 4   The "TO:" line is used to indicate the name of the destination agency. If desired, the name of the person to whom the message is directed may be included in addition to the name of the destination agency. There is a limit of 200 characters in this field.

Line 5   The "TXT" or "REF" line must be used preceding the actual text of the message.

Line 6 - 8   These lines are used for the text of the message. There is no limit to the number of characters permitted in this field, however, each line should be limited to 72 characters across. **NLETS does not process over 72 characters on any line!** *Note: The JIS Admin Message Screen lines are 79 characters across.*

Line 9   This is the signature line. Include the name of the person and/or name of sending agency, city and state. Also include the operator's name or initials.

LEIN Entries

This screen will be used to enter, modify and cancel the following records into the LEIN and NCIC systems nationwide. Entry, modification and cancellation of the records below cannot be done using a probation department ORI #.

- ‣ Wanted and Missing Persons Records
- ‣ Probation Orders (Adult and Juvenile)
- ‣ Conditional Bond Release Injunctive Orders

In addition, you may also do an inquiry of valid Prosecuting Attorneys Coordinating Council (PACC) Codes using the citation (CIT) field.

Validity & Certification of Records

Courts that enter and/or cancel records into LEIN are responsible for their accuracy, timeliness and completeness. Any information that is available to the court at the time of entry **should be** included in the record.

Option 1 on page 2 of the SOS/LEIN Menu provides the screen to certify an ORI's records for a given month. This is a requirement of LEIN.

Type of Entry:	**VLN**
DOW (16):	20030101 (date of the records being validated)
OPR (55):	Name of Validator

On-Line Validation, electronic dissemination of records, is option 3 on page 2 of the SOS/LEIN Menu.

Second Party Checks

According to NCIC Policy, "The accuracy of a record must be double-checked by a second party... and that the data in the [record] match the data in the investigative report."

To assist with Second Party Checks, all data fields entered by the user will be returned with the LEIN acknowledgment. ⎯⎯⎯⎯⎯→

```
LEIN Message Received  4/30/03 At
10:33:55
/0981498S&590800
MI630995J
WARRANT ENTERED
NAME: TEST/WARRANT TEST/ M, 01/01/1960
OCA: 03-123    SYSIDNO: 12065899
FORWARDED TO NCIC.
VERIFY NCIC ENTRY AND RECORD
NIC:(NUMBER)
     NAM: LAST/FIRST/MIDDLE/
     OCA: 03-123
     OPR: PAYNE
     RSX: WM
     HGT: 600
     WGT: 180
     HAI: BRO
     DOB: 19600101
     ENT: 2
     DOW: 20030430
```

Warrant Entry

Use this screen to enter all warrant information into LEIN/NCIC. LEIN Administrative Rules require entry no later than 12 hours after the user agency determines that it has grounds to believe that a wanted person should be taken into custody.

> **Note:** You may "Hop" to the LEIN Warrant Entry screen from any JIS Traffic/Criminal Screen using the code **EWR**. Many required fields will be pre-loaded from the JIS database.

```
                    Law Enforcement Information Network Entries
Type of Entry: _____    (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,
MOD: ___   CAN: ___         CPB-Cancel Probation, MPB-Modify Probation, QPACC)
OPR: _____   LAW: _____   TNO: _____   FAX: _____
NAM: _____   RSX: _ _   DOB: _____
STR: _____   CTY: _____   STA: __   ZIP: _____
CIT: _____   OFF: _____   OCG: _____
DKT: _____   OCA: _____   JUV: _
ENT: __   DOW: _____   DOX: _____   PKU: _   EXT: ___   BND: _____
HGT: ___   WGT: ___       HAI: ___       EYE: ___   SKN: ___   SMT: ___
CAU: ____   MIS: _____

PNO: _____   CTN: _____   SID: _____   OLN: _____
FBI: _____   SOC: _____   MNU: _____
AKA: _____   _____
     _____
PNA: _____   PPO: _   PPF: _   PBN: _____
CND: _____

LIT: __   LIC: _____
Add'l Information:

 F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev
```

LEIN Entry Screen

The *Add'l Information* line is for entering scan line information that is not currently available on this screen.

Function Keys

F5 .... Retrieve information from last message
F6 .... Display Terminal Messages
F7 .... Display Outq
F8 .... Go to the Enter/Cancel Supplemental Information Screen
F9 .... Go to the Cancel Warrant Screen
F12 .... Convert literal field names to scan line numbers
F24 .... Return to Previous Menu

		Required Fields for Warrant Entry	
Scan Line	**Field Names**	**Information**	**Format Example**
	Type of Entry	Entry Type Code	**EW** (Enter Warrant**)**
55	**OPR**	LEIN Terminal Operator	Jones
80	**LAW**	Law Enforcement ORI #	MI6309950
1	**NAM**	Name of Defendant	SMITH/JOHN/ROY/JR
2	**RSX**	Race / Sex	W M *(Appendix A)*
7	**DOB**	Date of Birth	19601121 (year/mo/day)
3	**HGT**	Height of Defendant	602 (6 feet 2 inches)
4	**WGT**	Weight of Defendant	200
5	**HAI**	Hair Color	BRO *(Appendix C)*
17 220	**✶OFF / ✶CIT**	4-Digit LEIN Offense Code / PACC Code (✶Enter either OFF or CIT - not both) ***Note: certain OFF codes require further explanation, see next page.***	1313 *(Appendix E)* 750.81
97	**OCG**	Charge Code or PACC Code	2201 *(Appendix E)* 750.112
54	**DKT**	Court Docket #	03-12345
15	**OCA**	Complaint/Case #	03-12345
14	**ENT**	Warrant Type	1-14 *(Appendix B)*
16	**DOW**	Date the warrant is valid	20030501 (year/mo/day)
22	**PKU**	Pickup Radius can be 1-6	6 *(Appendix B)*
21	**EXT**	Yes. Yes **must** be used for entry into NCIC unless Entry Type (ENT) is 1, 7, 10 or 11. (NOEX may be used in MIS to get the entry forwarded to NCIC, but with no expectation of extradition - LEIN June 2002)	YES *See LEIN Manual for more information, if necessary.*
200	**CTN**	Criminal Tracking Number (Mandatory IF the number is available)	820275447701

Civil Infraction Warrants

All C/I warrants for failure to appear or comply with judgment must designate whether the original charge was written under statute or ordinance. Enter one of the charge codes listed below in OFF (17). The original charge must be entered in MIS (41), e.g., speeding, failed to yield, etc. ENT (14) must be 1.

- ‣ **0080** (*Civil Infraction Local Ordinance)*
- ‣ **0081** (*Civil Infraction State Law)*

Misdemeanor Warrants

All warrants using OFF (17:) codes listed below require OCG (97:) to be entered. If the offense is written under state statute, use the charge code (750.xxx) or the corresponding 4-character LEIN Charge Code (i.e. 5404). For offenses written under the local ordinance, find the closest LEIN Charge Code matching the description or use a generic code, e.g. 5499 Traffic Offense or 7399 Public Order Crimes. A large list of commonly used charge codes are in **Appendix E** of this manual.

- ▸ **5012** - Probation Violation
- ▸ **5013** - Conditional Release Violation
- ▸ **5015** - Failure to Appear
- ▸ **5050** - Failure to Appear on Felony Charge
- ▸ **5051** - Failure to Appear on Misdemeanor Charge

Scan Line 17 (OFF)

.....

As reported in the February 2002 LEIN Bulletin, "When a person record entry includes one of the below Charge/Offense Codes (Scan Line 17: or OFF:), additional characters are required after the code to explain the offense. Example:
17:4901 State Prison

- ▸ 0199 - Sovereignty
- ▸ 0299 - Military
- ▸ 0399 - Immigration
- ▸ 4901 - Escape *(identify type of institution)*
- ▸ 4902 - Flight to Avoid Prosecution
- ▸ 5005 - Contempt of Court
- ▸ 5015 - Failure to Appear
- ▸ 5050 - Failed to Appear on Felony Charge
- ▸ 5051 - Failed to Appear on Misdemeanor
- ▸ 5099 - Obstruct Judiciary, Congress, Legislature or Commission
- ▸ 7099 - Crimes Against Person
- ▸ 7199 - Property Crimes
- ▸ 7299 - Morals-Decency Crimes
- ▸ 7399 - Public Order Crimes

Note: When using a generic LEIN Charge Code, MIS (41) will need to indicate the actual description of the offense the defendant is charged with committing, e.g., driving while license suspended, etc.

		Optional Fields for Warrant Entry		Page 49

Scan Line	Field Name	Information	Format	
8 9 10 48	STR CTY STA ZIP	Street Address City State Zip Code	12443 Oak Street Southfield MI *(Appendix A)* 48034	
6	EYE	Eye Color	BLU *(Appendix C)*	
27	BND	Whole Dollar amount of cash/surety bond. For Cash Only Bonds, enter the amount and words "CASH ONLY" in MIS (41).	1000	
44	CAU	Need for caution. Reason should be entered in Remarks (41) e.g., armed & dangerous	C *(Appendix B)*	
41	MIS	Miscellaneous Remarks	Free form text	
50	SID	State Identification Number, if applicable	123456789	
99	DOX	Date of expiration of the warrant	20100601 (year/mo/day)	
39	FBI	F. B. I. Number	1234567A	
40	MNU	A miscellaneous identifying #, e.g., personal ID #, selective service #, etc.	PI-1234567 *(Appendix B)*	
19	AKA	Alias defendant name	Smith/Johnny/Roy/	
11	OLN	Driver License Number	P500133245780	
12	SOC	Social Security #	369551278	
59	SKN	Skin Tone	MED *(Appendix C)*	
60	SMT	Scars, Marks & Tattoos	923 *(Appendix G)*	
28	LIT	License Plate Type	PC *(Appendix H)*	
31	LIC	Complete Plate Info (yearmonth/state/plate#)	200307/MI/490GDK	
Add the Information below in the "Add'l Information" Section				
18	FPC	Fingerprint Class	See LEIN Manual	
32	VIN	Vehicle I.D. Number	IW80KAR412669	
33	VMA	Year/Make/Model of Vehicle	See LEIN Manual	
34	VST	Vehicle Body Style	See LEIN Manual	
58	POB	Place of Birth - State Abbreviation Code	OH *(Appendix A)*	

```
┌─────────────────────────────────────────────────────────────────────────┐
│            Law Enforcement Information Network Entries                    │
│ Type of Entry: EW_____   (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,│
│ MOD: ___   CAN: ___        CPB-Cancel Probation, MPB-Modify Probation, QPACC)│
│ OPR: HASSETT_____   LAW: MI6309950      TNO: _____   FAX: _____ │
│ NAM: SMITH/JOHN/ROY/_____      RSX: W M   DOB: 19561201         │
│ STR: _____  CTY: _____  STA: __  ZIP: _____  │
│ CIT: _____   OFF: 5051ASSAULT_____   OCG: 5051_____   │
│ DKT: 03-12345____   OCA: 03-12345_____       JUV: _                    │
│ ENT: 2_  DOW: 20030528  DOX: _____   PKU: 6   EXT: YES  BND: _____     │
│ HGT: 600  WGT: 185   HAI: BRO      EYE: BLU  SKN: MED  SMT: 519             │
│ CAU: ____  MIS: _____          │
│                                                                            │
│       _____     │
│ PNO: _____   CTN: _____   SID: _____   OLN: _____  │
│ FBI: _____   SOC: _____   MNU: _____                     │
│ AKA: _____   _____          │
│       _____                                        │
│ PNA: _____   PPO: _  PPF: _  PBN: _____  │
│ CND: _____                    │
│                                                                            │
│ LIT: __  LIC: _____                                        │
│ Add'l Information:                                                          │
│────────────────────────────────────────────────────────────────────────── │
│ F5-Retrieve  F6-Message  F7-Outq   F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev│
└─────────────────────────────────────────────────────────────────────────┘
```

LEIN Warrant Entry

> ➠ *Hint:*   The offense code, OFF (17) for this entry is 2399 - Larceny. You
> may use the MIS (41) field to further explain this offense or to add
> other information to the record.
>
> In lieu of OFF (17), you may enter the PACC Code in the CIT (220)
> field.

Modify Warrants

The LEIN Entry Screen is also used to modify fields in a wanted/missing person record entered in LEIN/NCIC.   Modification of a LEIN Entry includes:

- ‣ adding new information
- ‣ changing existing information
- ‣ removing existing information

Modifications can be made **only** by the ORI that entered the original record and the State Control Terminal Agency (ELLT). The entering ORI is notified via a LEIN automated message when ELLT modifies their record.

Required Fields for Modify Warrant			
Scan Line	**Field Names**	**Information**	**Format**
	Type of Entry	Type of LEIN Entry	**MW** - Modify Warrant
55	**OPR**	LEIN Terminal Operator	JONES
20	**PNO**	The Person Entry # assigned by LEIN for each entry into the Wanted and Missing Persons File.	W494492796
23	**MOD**	Modify the record?	Yes

Modify a Name

To modify a name, the following additional fields are required:

- NAM   (Enter the *original* name)
- RSX   (race/sex)
- DOB   (date of birth).

Enter the *modified* name on the *Add'l Information* line at the bottom of the screen. See example below and on page 54.

Add'l Information:
1:LAST/FIRST/MIDDLE/.

Fields that CAN be Modified		
Scan Line	**Field Name**	**Information**
1	NAM	Name
2	RSX	Race / Sex
3 4	HGT WGT	Height Weight
5 6	HAI EYE	Hair Color Eye Color
7	DOB	Date of Birth
8, 9 10, 48	STR, CTY STA, ZIP	Street Address, City State and Zip Code
11	OLN	Driver License #
12	SOC	Social Security #
14	ENT	Entry Type Code
15 ★	OCA	Complaint / Case #
16	DOW	Date of Warrant
17	OFF	Charge (Offense) Code *(Appendix E)*
18	FPC	Fingerprint Class
21	EXT	Extradite (Change Yes to No or Yes with NOEX in 41:)
22	PKU	Pickup Code
27	BND	Amount of Bond
29 99	DOE DOX	Date of Emancipation Date of Expiration
31	LIC	License Plate Information
39	FBI	FBI #
40	MNO	Miscellaneous #
41	MIS	Remarks
44	CAU	Caution (Add only)
50	SID	State I.D. #
53	CRT	Court ORI #
54	DKT	Court Docket #
58	POB	Place of Birth
59	SKN	Skin Tone
60	SMT	Scars, Marks, Tattoos

★ = To modify an OCA (15), the current Complaint/Case number in the record must be included in the modify message, followed by the new OCA. On the *Add'l Information* line, type the following:

<u>**15:03-1233.15:03-1235.**</u>
(Old)   (New)

Removal

The following information can be **removed** from a wanted person's record by using "MW" (modify warrant) for the Type of Entry and inserting a zero (0) in the field to be deleted.

Fields that can be Removed		
Scan Line	**Field Name**	**Information**
11	OLN	Driver License #
12	SOC	Social Security #
39	FBI	FBI #

If other data fields need to be *removed*, the entire record must be canceled and re-entered.

Fields that CANNOT be Modified		
Scan Line	**Field Name**	**Information**
19	AKA	Alias
20	PNO	Person Entry #
55	OPR	Terminal Operator Name

If any discrepancy exists in the fields listed above, you must cancel the original entry and enter a new record.

```
┌─────────────────────────────────────────────────────────────────────┐
│           Law Enforcement Information Network Entries                │
│ Type of Entry: MW_____    (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,│
│ MOD: YES   CAN: ___          CPB-Cancel Probation, MPB-Modify Probation, QPACC)│
│ OPR: HASSETT_____    LAW: _____    TNO: _____    FAX: _____│
│ NAM: _____    RSX: _ _    DOB: _____│
│ STR: _____    CTY: _____    STA: __  ZIP: _____│
│ CIT: _____    OFF: _____    OCG: _____│
│ DKT: _____    OCA: _____    JUV: _│
│ ENT: __   DOW: _____    DOX: _____   PKU: _   EXT: ___   BND: _____│
│ HGT: ___   WGT: 200    HAI: ___    EYE: BRO   SKN: ___   SMT: ___│
│ CAU: ____   MIS: _____│
│                                                                       │
│ ───────────────────────────────────────────────                     │
│ PNO: 12065899___   CTN: _____    SID: _____   OLN: _____│
│ FBI: _____    SOC: _____    MNU: _____│
│ AKA: _____    _____│
│      _____                                      │
│ PNA: _____    PPO: _   PPF: _   PBN: _____│
│ CND: _____│
│                                                                       │
│ LIT: __   LIC: _____                                    │
│ Add'l Information:                                                     │
│ 15:03-12345.15:03-12346.                                              │
│ F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev│
└─────────────────────────────────────────────────────────────────────┘
```

Modify Warrant Entry changing Weight, Eye and OCA (case number)

```
┌─────────────────────────────────────────────────────────────────────┐
│           Law Enforcement Information Network Entries                │
│ Type of Entry: MW_____    (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,│
│ MOD: YES   CAN: ___          CPB-Cancel Probation, MPB-Modify Probation, QPACC)│
│ OPR: HASSETT_____    LAW: _____    TNO: _____    FAX: _____│
│ NAM: SMITH/JOHN/ROY/_____    RSX: W M    DOB: 19561215│
│ STR: _____    CTY: _____    STA: __  ZIP: _____│
│ CIT: _____    OFF: _____    OCG: _____│
│ DKT: _____    OCA: _____    JUV: _│
│ ENT: __   DOW: _____    DOX: _____   PKU: _   EXT: ___   BND: _____│
│ HGT: ___   WGT: 200    HAI: ___    EYE: BRO   SKN: ___   SMT: ___│
│ CAU: ____   MIS: _____│
│                                                                       │
│ ───────────────────────────────────────────────                     │
│ PNO: 12065899___   CTN: _____    SID: _____   OLN: _____│
│ FBI: _____    SOC: _____    MNU: _____│
│ AKA: _____    _____│
│      _____                                      │
│ PNA: _____    PPO: _   PPF: _   PBN: _____│
│ CND: _____│
│                                                                       │
│ LIT: __   LIC: _____                                    │
│ Add'l Information:                                                     │
│ 1:SMITH/JOHN/RAY/.                                                     │
│ F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev│
└─────────────────────────────────────────────────────────────────────┘
```

Modify Name on Warrant

Conditional Bond Release

Conditional Bond Release Orders are *mandated* to be entered into LEIN by Public Act 335 of 1994. In the OFF (17) field, use charge code: **0092** (*Conditional Bond Release)*.

Scan Line	Field Names	Information	Format
		Required Fields for Conditional Bond Release	
	Type of Entry	Type of LEIN Entry	**EW** - Modify Warrant
55	**OPR**	LEIN Terminal Operator	JONES
80	**LAW**	Law Enforcement ORI #/Police Agency	MI8212500
1	**NAM**	Name	SMITH/JOHN/ROY/
2	**RSX**	Race / Sex	W M *(Appendix A)*
7	**DOB**	Date of Birth	19561215
17	**OFF**	**0092** - Conditional Bond Release	**0092**
15	**OCA**	Complaint/Case Number	03-1234
14	**ENT**	Entry Type: Injunctive Order	11
16	**DOW**	Date of Conditional Bond Release	20030530
99	**DOX**	Date of Expiration of Bond	20030630
22	**PKU**	Pickup Radius Code	0-6 *(Appendix B)*
3	**HGT**	Height	600 (6' 00")
4	**WGT**	Weight	200
5	**HAI**	Hair Color	BRO *(Appendix C)*
6	**EYE**	Eye Color	BRO *(Appendix C)*
81	**PNA**	Protected Named Person	SMITH/MARY/JANE/
69	**PPO**	Person Served - use with OFF codes 0090, 0096, or 0099	**Y** (yes) or **N** (no)
70	**PPF**	Prohibited Possession of a Firearm?	**Y** (yes) or **N** (no)

> **Note:** The defendant's address is not *required*, however, it should be entered to enable mailing of the LEIN Firearms Disqualification Notification letter if the PPF (70:) flag is marked **Yes**, when ordered by the judge.

```
┌─────────────────────────────────────────────────────────────────────┐
│            Law Enforcement Information Network Entries               │
│ Type of Entry: EW_____  (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation, │
│ MOD: ___   CAN: ___         CPB-Cancel Probation, MPB-Modify Probation, QPACC) │
│ OPR: HASSETT_____  LAW: MI6375100    TNO: _____   FAX: _____ │
│ NAM: SMITH/JOHN/ROY/_____  RSX: W M   DOB: 19561201 │
│ STR: _____  CTY: _____  STA: __  ZIP: _____ │
│ CIT: _____  OFF: 0092_____  OCG: 750.812_____ │
│ DKT: 0312345_____  OCA: 03-11223_____      JUV: _ │
│ ENT: 11   DOW: 20030510  DOX: 20031110  PKU: 4   EXT: ___  BND: _____ │
│ HGT: 600  WGT: 200  HAI: BRO      EYE: BRO  SKN: ___  SMT: ___ │
│ CAU: ____  MIS: _____ │
│ _____ │
│ _____ │
│ PNO: _____  CTN: _____  SID: _____  OLN: _____ │
│ FBI: _____  SOC: _____  MNU: _____ │
│ AKA: _____  _____ │
│ _____ │
│ PNA: SMITH/MARY/LOUISE/_____  PPO: _  PPF: Y  PBN: _____ │
│ CND: _____ │
│ LIT: __  LIC: _____ │
│ Add'l Information: │
│ ───────────────────────────────────────────────────────────────── │
│  F5-Retrieve  F6-Message  F7-Outq   F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev │
└─────────────────────────────────────────────────────────────────────┘
```

Conditional Bond Release Entry

Protected Named Person

The Protected Named Person field, **PNA** (81), is only valid if used with an Entry Type (ENT) of 11 - Injunctive Orders. Further, it is only valid if used in conjunction with one of the LEIN Charge Codes used in OFF (17:), listed below:

✱ 0090 - Stalking Personal Protection
✱ 0092 - Bond Conditional Release
✱ 0096 - Domestic Personal Protection
✱ 0099 - Divorce Personal Protection

> ➠**Hint**: When using **0092** (Conditional Bond Release) in OFF, use OCG
> (97) or MIS (41) to define the original offense. *OCG can be
> either the LEIN Charge Code or a valid PACC code.*

Note: *If multiple protected persons, type the additional names in MIS (41).
For "No Contact" Probation Orders, see page 66.*

Enter / Cancel Supplemental Information

Use this screen to add supplemental information to a wanted person record or to cancel supplemental entry information.   Access the ESUP/CSUP Screen by pressing **F8** from the LEIN Entry Screen. Supplemental Entries and Cancels to existing warrants can be made ONLY by the ORI that originally entered the warrant, unless designated by LEIN as an "Alternate" ORI.

```
┌──────────────────────────────────────────────────────────────────────┐
│              Law Enforcement Information Network Entries                │
│                                                                        │
│    Type of Entry: ____   (ESUP-Enter Supplemental, CSUP-Cancel Supplemental) │
│  OPR: _____    PNO: _____                               │
│                                                                        │
│  NAM: _____    OCA: _____ │
│                                                                        │
│  DOB: _____  _____  _____   SOC: _____  _____  _____  │
│                                                                        │
│  AKA: _____                                   │
│       _____  _____   │
│       _____  _____   │
│                                                                        │
│  OLN: _____  _____                   │
│       _____                                           │
│                                                                        │
│  SMT: ___  ___  ___  ___  ___  ___  ___  ___  ___                      │
│  MNU: _____  _____  _____             │
│  LIT: __   LIC: _____   LIT: __   LIC: _____ │
│  LIT: __   LIC: _____                                   │
│                                                                        │
│ Add'l Information: _____│
│                                                                        │
│ F5-Retrieve F6-Message F7-Outq  F9-Cancel F10-Entry F12-Line #'s  F24-Prev Menu │
└──────────────────────────────────────────────────────────────────────┘
```

Enter/Cancel Supplemental Information

Function Keys

F5 .... Retrieve Information from last request
F6 .... Display Messages
F7   .... Display Outq
F9 .... Go to the Cancel Warrant Screen
F10 .... Return to the LEIN Entry Screen
F12 .... Convert field names to Line Numbers
F24 .... Return to Previous Menu

		Required Fields for ESUP and CSUP		
Scan Line	**Field Names**	**Information**		**Format**
	Entry Type	ESUP - Enter & Cancel Supplemental Info		ESUP or CSUP
1	**NAM**	Defendant Name		Smith/John/Roy/
15	**OCA**	Complaint / Case Number		03-12345
20	**PNO**	LEIN-generated Person Entry #		W494492796
55	**OPR**	LEIN Terminal Operator		JONES
		Optional Fields for Supplemental Entry		
7	**DOB**	Alias date(s) of birth		19551215
11	**OLN**	Driver License Numbers (or additional DLNs)		P500132445760 **or** NY/B123456APEQ12
12	**SOC**	Additional Social Security Numbers		367557845
31	**LIC**	Additional License Plate Numbers (plate year & month/state/plate number)		200312/MI/490ERD
28	**LIT**	License Plate Type		PC *(Appendix H)*
40	**MNU**	Additional Miscellaneous Numbers		*(Appendix B)*
19	**AKA**	Additional Alias Names		Smith/Johnny/Boy/
60	**SMT**	Scars, Marks or Tattoos		521 *(Appendix G)*

For all *optional* ESUP Entry fields, a maximum of nine additional entries may be entered, three per ESUP Entry with the following exceptions:

- ‣ **AKA (19):** A maximum of 99 alias names, five at a time; or
- ‣ **SMT (60):** A *total* of nine *additional* Scars, Marks and Tattoos entries.

You may not add any supplemental entries to the fields listed below if you have not entered at least one with the original warrant entry. If no data exists in the fields below in the original entry, you must cancel the entire record and re-enter.

- • **SOC** .... Social Security Number
- • **OLN** .... Driver (Operators) License Number
- • **SMT** .... Scars, Marks and Tattoos
- • **MNU** .... Miscellaneous Numbers
- • **LIC** .... License Plate Year, State and Number
- • **LIT** .... License Plate Type

```
┌─────────────────────────────────────────────────────────────────┐
│           Law Enforcement Information Network Entries             │
│                                                                   │
│    Type of Entry: ESUP  (ESUP-Enter Supplemental, CSUP-Cancel Supplemental) │
│   OPR: HASSETT           PNO: 12070314                            │
│                                                                   │
│   NAM: SMITH/JOHN/ROY                    OCA: 03-12345            │
│                                                                   │
│   DOB: _____  _____  _____   SOC: _____  _____  _____ │
│                                                                   │
│   AKA: SMITH/JOHNNY/BOY/                                          │
│        SMITH/ROY/JOHN/            _____        │
│        _____   _____        │
│                                                                   │
│   OLN: _____  _____                 │
│        _____                                       │
│                                                                   │
│   SMT: 934     ___   ___   ___   ___   ___   ___   ___   ___      │
│   MNU: _____  _____  _____                     │
│   LIT: PE  LIC: 200312/MI/JOHNNY     LIT: PC  LIC: 200312/MI/VVK29 │
│   LIT: __  LIC: _____                                  │
│                                                                   │
│ Add'l Information: _____       │
│                                                                   │
│  F5-Retrieve F6-Message F7-Outq  F9-Cancel F10-Entry F12-Line #'s  F24-Prev Menu │
└─────────────────────────────────────────────────────────────────┘
```

Enter Supplemental Data (ESUP)

```
┌─────────────────────────────────────────────────────────────────┐
│           Law Enforcement Information Network Entries             │
│                                                                   │
│    Type of Entry: CSUP  (ESUP-Enter Supplemental, CSUP-Cancel Supplemental) │
│   OPR: HASSETT           PNO: 12070314                            │
│                                                                   │
│   NAM: SMITH/JOHN/ROY                    OCA: 03-12345            │
│                                                                   │
│   DOB: _____  _____  _____   SOC: _____  _____  _____ │
│                                                                   │
│   AKA: SMITH/JOHNNY/BOY/                                          │
│        _____   _____        │
│        _____   _____        │
│                                                                   │
│   OLN: _____  _____                 │
│        _____                                       │
│                                                                   │
│   SMT: 934     ___   ___   ___   ___   ___   ___   ___   ___      │
│   MNU: _____  _____  _____                     │
│   LIT: PE  LIC: 200312/MI/JOHNNY     LIT: __  LIC: _____ │
│   LIT: __  LIC: _____                                  │
│                                                                   │
│ Add'l Information: _____       │
│                                                                   │
│  F5-Retrieve F6-Message F7-Outq  F9-Cancel F10-Entry F12-Line #'s  F24-Prev Menu │
└─────────────────────────────────────────────────────────────────┘
```

Cancel Supplemental Data (CSUP) Entry

Cancel (Recall) Warrants

LEIN Administrative Rules require "prompt cancellation of records from LEIN/NCIC files when a wanted person is arrested or returned, or in any other circumstance where the record is no longer valid."

A cancel can be made by the ORI that entered the record, with the exception of the State Control Terminal Agency (ELLT) and a court-entered warrant. The ORI of the police department listed in the warrant entry may also cancel the court-entered record.

This screen is used to cancel Warrant and Conditional Bond Release records. From the LEIN Entries Screen, press **F9**.

```
                    LEIN - Cancel Warrants Screen

 MW    OPR: HASSETT          PNO: 12070314    CAN: YES

   Optional Entries....
     NAM: SMITH/JOHN/ROY                      RSX: W M  DOB: 19561215

     OCA: 03-12345             LAW: MI6375100
 Add'l Information:




  F5-Retrieve F6-Message F7-Outq   F8-ESUP/CSUP  F10-Entry F12-Line #'s  F24-Prev
```

Cancel Warrant Screen

The *Add'l Information* line is to add information for scan lines that are not currently displayed on the screen.

Function Keys

F5 .... Retrieve Information from last request
F6 .... Display Messages
F7 .... Display Outq
F8 .... Go to the ESUP/CSUP Screen
F10 .... Return To LEIN Entry Screen
F12 .... Toggle between literal field names and scan line#
F24 .... Return to Previous Menu

Required Fields for Warrant Recall (Cancel)			
Scan Line	Field Names	Information	Format
55	OPR	LEIN Terminal Operator	JONES
26	CAN	Yes will default	Yes
20	PNO	LEIN Generated Personal I. D. #	W494492796

The LAW (80) field may be entered, but is not required to cancel a warrant.

Orders of Probation

Public Act 449 of 1998 *mandates* that orders of adult probation containing a condition for the protection of one or more named persons be entered into LEIN. This law became effective August 1, 1999.

LEIN will also accept Orders of Probation with conditions of "interest to the criminal justice community."

QPBN

An inquiry into probation records is available through the LEIN Inquiry Screen (option 2 from menu). Required fields for this inquiry are:

- ★ OPR   Terminal Operator
- ★ FOR   Person/Agency Requesting Inquiry
- ★ PBN   Court Assigned Probation Number

> ➠Hint: The information that can be obtained from doing a QPBN inquiry can also be obtained by a Q, QH or QHW inquiry.

Required Fields for Probation Order Entry			
Scan Line	**Field Names**	**Information**	**Format**
	Type of Entry	Entry Type	**EPB**
55	**OPR**	LEIN Terminal Operator	JONES
84	**TNO**	Telephone # of Court or Probation Dept.	2483541212
54	**DKT**	Court Docket/Case #	03-1234
15	**OCA**	Complaint /Case Number	03-12234
1	**NAM**	Name of Probationer	SMITH/JOHN/ROY/
2	**RSX**	Race / Sex	W M *(Appendix A)*
7	**DOB**	Date of Birth	19561215
17 220	**✱OFF** **✱CIT**	LEIN Offense Code **or** PACC Code	1313 *(Appendix E)* 750.81A2
82	**JUV**	Is the Probationer a Juvenile?	**Y** (yes) or **N** (no)
14	**ENT**	Type of Entry (14 = Probation Orders)	14
16	**DOW**	Date of the Probation Order	20030511
99	**DOX**	Date of Expiration of Probation Order	20030511
3	**HGT**	Height	602 (6'2")
4	**WGT**	Weight	200
5	**HAI**	Hair Color	BRO *(Appendix C)*
6	**EYE**	Eye Color	BLU *(Appendix C)*

✱ = Use either OFF (17) or CIT (220), not both.

Scan Line	Field Names	Information	Format
83	**FAX**	Fax number of Court or Probation Department	2485551212
8 9 10 48	**STR** **CTY** **STA** **ZIP**	Street Address City State Zip Code	12345 Oak Street Novi MI *(Appendix A)* 48375
11	**OLN**	Driver License Number	P500132445780
12	**SOC**	Social Security Number	364667894
19	**AKA**	Alias name - use three slashes (///)	SMITH/JOHNNY/BOY/
22	**PKU**	Pickup Radius Code	0 - 7 *(Appendix B)*
28	**LIT**	License Plate Type	PC *(Appendix H)*
31	**LIC**	License plate information (Year-month of expiration/state/plate #)	200307/MI/456XRP
39	**FBI**	F.B.I. number	9006600
40	**MNU**	Miscellaneous identifying number	*(Appendix B)*
41	**MIS**	Supplemental information about a scan line	Free Form Text
50	**SID**	State Identification Number	1350122H
51	**PRN**	Prison Identification Number	
59	**SKN**	Skin Tone	MED *(Appendix C)*
60	**SMT**	Scars, Marks and Tattoos	428 *(Appendix G)*
88	✴**CND**	Conditions of Probation (*see next page*)	See Following Page
69	**PPO**	Personal Protection Order Served	**Y** (yes)
70	**PPF**	Prohibited Possession of Firearms	**Y** (yes)
87	**PBN**	Probation number - assigned by the court	03-1001

Optional **Fields for Probation Order Entry**

✳ Probation Conditions

The Conditions of Probation field, CND (88), is used to enter the conditions of probation in the format listed below. Codes 1-7 must be followed by a slash. Codes 1, 2, 6, and 7 require further explanation. The explanation uses free form text up to a maximum of 120 characters to further explain the condition. Codes are separated by a period, however, no period is required at the end of the condition(s). The first condition listed does not need to be preceded by "88:".

1. No Contact with Victim(s)/
2. Not Near Home or Business of/
3. /No Assaultive, Threatening or Intimidating Behavior
4. /No Alcohol or Drugs
5. /Not Possess any Firearms or Dangerous Weapons
6. Other1/
7. Other 2/

CND: **1/**Victoria & Vanessa Victim.**88:2/**Business Location.**88:3/.88:4/.**
88:5/.88:6/No contact with known felons.**88:7/**No harm to victims

---

Example Format for Conditions (CND or 88)

Removing a Condition

Conditions of probation may be removed from a record by entering the condition number (88:1 - 88:7) followed by a zero and a period. See below.

CND: **1/0.88:2/0.88:3/0.88:4/0.88:5/0.88:6/0.88:7/0.**

Example Format for Removing Conditions (CND or 88)

Protected Named Person

Use of the PNA (81) is not valid with Orders of Probation. This field is only valid if used with an Entry Type (ENT) of 11 (injunctive orders).

For Probation Orders, use Condition #1 in the CND (88) field to enter the protected person's name. *See previous page.*

```
┌──────────────────────────────────────────────────────────────────┐
│          Law Enforcement Information Network Entries               │
│ Type of Entry: EPB      (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation, │
│ MOD: ___   CAN: ___        CPB-Cancel Probation, MPB-Modify Probation, QPACC) │
│ OPR: HASSETT          LAW: _____     TNO: 2483528990  FAX: _____ │
│ NAM: SMITH/JOHN/ROY/_____  RSX: W M   DOB: 19561215 │
│ STR: 1234 OAKLAND DR        CTY: NOVI_____  STA: MI  ZIP: 49999 │
│ CIT: 750.812        OFF: _____  OCG: _____ │
│ DKT: 03-12345      OCA: 215587_____    JUV: N │
│ ENT: 14   DOW: 20030501  DOX: 20040501  PKU: _   EXT: ___  BND: _____ │
│ HGT: 601  WGT: 190    HAI: BRO    EYE: BLU  SKN: MED  SMT: 519 │
│ CAU: ____ MIS:  _____ │
│ _____ │
│                                                                    │
│ PNO: _____  CTN: _____  SID: _____  OLN: _____ │
│ FBI: _____  SOC: _____    MNU: _____ │
│ AKA: _____  _____ │
│      _____ │
│ PNA: _____  PPO: _  PPF: _  PBN: _____ │
│ CND: 1/MARY LOUISE SMITH.88:2/WALMART BIG RAPIDS.88:3/.88:4/.88:5/.88:6/ATTEND │
│ AA.88:7/SEEK EMPLOYMENT._____ │
│ LIT: __ LIC: _____ │
│ Add'l Information:                              ▯ │
│ ───────────────────────────────────────────────────────────────── │
│ F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev │
└──────────────────────────────────────────────────────────────────┘
```

Order of Probation Entry

Note: If the probation order is being entered by the Probation Department's ORI number, the ORI of the probation department must be included. Indicate the number on the Add'l Information line as 53:MI620065G.

```
┌──────────────────────────────────────────────────┐
│ Add'l Information: 53:MI630065G._____    │
│                                                   │
└──────────────────────────────────────────────────┘
```

Required Fields for Modify Probation Orders			
Scan Line	Field Names	Information	Format
	Entry Type	Modify Probation Order Information	**MPB**
23	**MOD**	Modify the Probation Order Entry	YES
55	**OPR**	Terminal Operator	JONES
20	**PNO**	Person Entry #	10876622

```
               Law Enforcement Information Network Entries
Type of Entry: MPB_____     (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,
MOD: YES   CAN: ___         CPB-Cancel Probation, MPB-Modify Probation, QPACC)
OPR: _____   LAW: _____    TNO: _____    FAX: _____
NAM: _____   RSX: _ _   DOB: 19561215
STR: 25871 MYSTIC LANE_____   CTY: _____   STA: __   ZIP: _____
CIT: _____   OFF: _____   OCG: _____
DKT: _____   OCA: _____         JUV: _
ENT: __  DOW: _____  DOX: _____  PKU: _   EXT: ___  BND: _____
HGT: ___  WGT: ___   HAI: ___     EYE: ___  SKN: ___  SMT: ___
CAU: ____ MIS: _____

_____
PNO: 12070314__   CTN: _____   SID: _____   OLN: _____
FBI: _____   SOC: _____   MNU: _____
AKA: _____   _____

_____
PNA: _____   PPO: _  PPF: _   PBN: _____
CND: _____

LIT: __  LIC: _____
Add'l Information:

F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev
```

Modify Probation Order

Required Fields for Cancel Probation Orders			
Scan Line	Field Names	Information	Format
	Entry Type	Cancel Probation Order Information	CPB
26	CAN	Cancel the Probation Order	YES
55	OPR	Terminal Operator	JONES
20	PNO	Person Entry #	10876622

```
                   Law Enforcement Information Network Entries
  Type of Entry: CPB_____    (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,
  MOD: ___    CAN: YES         CPB-Cancel Probation, MPB-Modify Probation, QPACC)
  OPR: _____    LAW: _____    TNO: _____    FAX: _____
  NAM: _____    RSX: _ _    DOB: 19561215
  STR: _____    CTY: _____    STA: __    ZIP: _____
  CIT: _____    OFF: _____    OCG: _____
  DKT: _____    OCA: _____    JUV: _
  ENT: __    DOW: _____    DOX: _____    PKU: _    EXT: ___    BND: _____
  HGT: ___    WGT: ___    HAI: ___    EYE: ____    SKN: ___    SMT: ___
  CAU: ____    MIS: _____
  _____
  PNO: 12547814_    CTN: _____    SID: _____    OLN: _____
  FBI: _____    SOC: _____    MNU: _____
  AKA: _____    _____
  _____
  PNA: _____    PPO: _  PPF: _   PBN: _____
  CND: _____
  _____
  LIT: __   LIC: _____
  Add'l Information:
  F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev
```

Cancel Probation Order

.

PACC Code Inquiry

To request information on the validity of a PACC code, the following fields must be used on the LEIN Entry Screen:

Type of Entry QPACC
    CIT   Enter the PACC code (e.g., 750.81)

If you are not sure of the entire PACC code, enter as much of the number as possible. For example, if you enter 750.81 you will get a list of PACC codes that begin with 750.81. See the response example on the following page.

```
╔══════════════Law Enforcement Information Network Entries══════════╗
 Type of Entry: QPACC      (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,
 MOD: ___    CAN: ___         CPB-Cancel Probation, MPB-Modify Probation, QPACC)
 OPR: _____    LAW: _____    TNO: _____    FAX: _____
 NAM: _____    RSX: _ _    DOB: _____
 STR: _____    CTY: _____    STA: __   ZIP: _____
 CIT: 750.81_____    OFF: _____    OCG: _____
 DKT: _____    OCA: _____    JUV: _
 ENT: __   DOW: _____    DOX: _____    PKU: _    EXT: ___    BND: _____
 HGT: ___   WGT: ___    HAI: ___    EYE: ___    SKN: ___    SMT: ___
 CAU: ____   MIS: _____

 _____
 PNO: _____    CTN: _____    SID: _____    OLN: _____
 FBI: _____    SOC: _____    MNU: _____
 AKA: _____    _____

 _____
 PNA: _____    PPO: _  PPF: _   PBN: _____
 CND: _____

 LIT: __   LIC: _____
 Add'l Information:

 F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev
╚═══════════════════════════════════════════════════════════════════╝
```

QPACC Inquiry

```
LEIN Message Received   6/09/03 At   11:46:18
        /0277582S60474

THERE ARE 7 PACC CODES THAT START WITH 750.81          *

* F = FELONY    M = MISDEMEANOR  B = BUSINESS-RELATED   J = JUVENILE-REPORTABLE
  MAX.SENTENCE: 4 = LESS THAN 4 YRS  T = MORE THAN 92 DAYS  1 = MORE THAN 1 YR
  R = REPEALED                                          2 = MORE THAN 2 Y


                          LEIN
   PACC CODE        *     NCIC   DESCRIPTION
   ----------      -----  -----  -----------
   750.81          M      1313   ASSAULT OR ASSAULT AND BATTERY
   750.81A         M T    1399   AGGRAVATED ASSAULT
   750.81A2        M T    1303   DOMESTIC VIOLENCE - AGGRAVATED
   750.81A3        F4     1303   DOMESTIC VIOLENCE - AGGRAVATED - SECOND OFFENSE
                                 NOTICE
   750.812         M T    1303   DOMESTIC VIOLENCE
   750.813         M T    1303   DOMESTIC VIOLENCE - SECOND OFFENSE NOTICE
   750.814         F4     1303   DOMESTIC VIOLENCE - THIRD OFFENSE NOTICE
   END OF RECORD.
```

Example of QPACC Response for 750.81

Multiple DLN Inquiries

Use this option to request up to 17 Michigan and/or Out-of-State driving histories. In addition to the driving history, this inquiry will also perform a warrant check function ("Q" inquiry) at the same time.

If you only need the driving record, use the SOS Inquiry *(Option 1 from Main Menu).* For more information about requesting Michigan driving records through Secretary of State, refer to Part 2 of this manual.

```
            Law Enforcement Information Network DLN Inquiries

Q    OPR: HASSETT          FOR: HASSETT/99TH DIST CT

     SOS: 36         OLN: OH/S12345678          STA: OH
                          IN/R58766A                 IN
                          IL/K25874136545            IL
                          P500143114579              █
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __
                          _____          __



     F5-Retrieve  F6-Messages  F7-Outq  F24-Previous Menu
```

Multiple DLN Inquiry (Michigan request on bottom of list)

Inquiry Tips

‣ If you are running a Michigan Driver License, type the driver license number in the OLN field but leave the "State" field blank. *See above.*

‣ For one or more out of state inquiries, "36" **must** be used in the SOS field.

‣ You may use more than one code in the SOS field for Michigan records only. Separate the codes with a slash (35/43). *See Appendix D or page 7 for a list of SOS codes.*

‣ Canadian driving record information can be found on pages 34 and 35.

Function Keys

F5 .... Retrieve information from last inquiry
F6 .... Display Messages
F7 .... Display Outq
F24 .... Return to Previous Menu

Hit Confirmation Request

Use this option to determine if a warrant in LEIN is currently valid.

      Top half of Screen: Wanted *Persons*
Bottom half of Screen: Wanted *Vehicles* or *Property*

```
                    LEIN/NCIC Hit Confirmation Request

  YQ MI630995J OH6375100 TXT

  RTY/ WP   RNO/ 1   PRI/ R   OCA/ 01-12345            NIC/ 12067844

  WP - NAM/ SIMTH,JOHN ROY               DOB/ 19571215   SEX/ M

  RNA/ PAYNE                       RAG/ 99TH DISTRICT COURT
  PHO/ 2483528990   EXT/ ____   FAX/ 2483528715
  REM/ PERSON IS IN OUR CUSTODY PLEASE ADVISE ON EXTRADITION█


          - - - - - - - -  O t h e r   H i t   T y p e s  - - - - - - - -
  SV - LIC/ ___
       VIN/ _____   VYR/ __   VMA/ _____
  SL - LIC/ _____   LIS/ __   LIY/ __   LIT/ __
  SG - SER/ _____   CAL/ ____ MAK/ _____   MOD/ _____
  SA - TYP/ _____   SER/ _____   BRA/ _____
  SS - TYP/ __   SER/ _____   DEN/ _____
  SB - REG/ _____
       BHN/ _____   BMA/ _____
  SP - SER/ _____   BRA/ ____   CAT/ __
   F5-Retrieve  F6-Messages  F7-Outq  F24-Previous Menu  HELP



  MA   a                                                         11/059
```

Hit Confirmation Request

Function Keys

      F5 .... Retrieve information from last inquiry
      F6 .... Display Messages
      F7 ...... Display Outq
      F24 ..... Return to Previous Menu
      Help .... Help text is available for this screen

Required Fields for Hit Confirmation Request (YQ)		
Field Names	**Information**	**Format**
YQ	YQ is the Request Type for Hit Confirmation Request. Your ORI # will be filled in. Enter the destination ORI # to the right of your court ORI #.	MI630995J
RTY/	Request Type (check Help screen for a list of all types) but use WP (wanted/missing person)	WP
RNO/	Request Number (1st request, 2nd request, 3rd request)	1, 2 or 3
PRI/	Priority: R – Routine, 1-hour response U – Urgent, 10-minute response	R or U
OCA/	Court Case Number	01-1234
NIC/	NCIC NIC Number for out of state request In State, the PNO (20) or VNO (30)	12128977
WP - NAM/	Wanted Person's Name - a comma must be used between the last and first name	Smith,John Roy
DOB/	Wanted Person's Date of Birth	19550505
SEX/	Sex	M (Appendix A)
RNA/	Requestor's Name	SMITH
RAG/	Requestor's Agency	99th District Court
Optional Fields		
PHO/	Telephone Number of Requestor	2483528990
EXT/	Extension Number of Requestor	224
FAX/	Fax Number of Requestor	2483528715
REM/	Remarks pertaining to the confirmation request	

Hit Confirmation Response

Use this option to confirm the validity of a warrant from your court in LLEIN Such a request would come from another court or law enforcement agency.

Top of Screen: Wanted *Persons*
Bottom of Screen: Wanted *Vehicles* or *Property*

```
                    LEIN/NCIC Hit Confirmation Response

     YR MI630995J MI6375100 TXT

     RTY/ WP   CON/ 1   HRS/ ___    OCA/ 01-12345             NIC/ 12078192

     WP - NAM/ SMITH,JOHN ROY                  DOB/ 19571215   SEX/ M

     CNA/ PAYNE                            CAG/ 99TH DISTRICT COURT
     PHO/ 2483528990   EXT/ ____    FAX/ 2483528715
     REM/ THIS WARRANT IS NO LONGER VALID DO NOT DETAIN


            - - - - - - - - O t h e r   H i t   T y p e s - - - - - - - -
     SV - LIC/ ___
          VIN/ _____   VYR/ __   VMA/ _____
     SL - LIC/ _____   LIS/ __   LIY/ __   LIT/ __
     SG - SER/ _____   CAL/ ____  MAK/ _____   MOD/ _____
     SA - TYP/ _____   SER/ _____   BRA/ _____
     SS - TYP/ __   SER/ _____   DEN/ _____
     SB - REG/ _____
          BHN/ _____   BMA/ _____
     SP - SER/ _____   BRA/ ____   CAT/ __
      F5-Retrieve  F6-Messages  F7-Outq  F24-Previous Menu  HELP


     MA  a                                                        11/051
```

Hit Confirmation Response

Function Keys

F5   .... Retrieve Information from last response
F6   .... Display Messages
F7   .... Display Outq
F24 .... Return to Previous Menu
Help ...... Help is available for this screen

Required Fields for Hit Confirmation Response		
Field Names	**Information**	**Format**
YR	YR is the Request Type for Hit Confirmation Response. Your ORI will be filled in. Enter the destination ORI to the right of your court ORI.	MI630995J
RTY/	Request Type (check Help screen for a list of types) but use WP (wanted/missing person)	WP
CON/	The four possibilities for *Confirm* are: **1) Y**es; **2) N**o; **3) In P**rocess of Being Confirmed (HRS field required); **4)** Valid but awaiting a decision on **E**xtradition, Pickup and/or bond (HRS field required)	**Y** **N** **P** **E**
HRS/	If the CON/ Field is a "P" or "E", the number of hours needed to confirm the warrant must be entered	002 (2 hours)
OCA/	Originating Agency Case Number	03-12345
NIC/	The PNO (20) or VNO (30) may be entered here	12128997
WP - NAM/	The name of the wanted person. A comma must go between the last and first names.	Jones,John Roy
DOB/	Date of Birth of the wanted person	19550505
SEX/	Sex of the wanted person	M *(Appendix A)*
CNA/	Confirming Name validating the warrant	Paula Smith
CAG/	Confirming Agency	99th Dist Court
Optional Fields		
PHO/	Telephone number of confirming person/agency	2485551212
EXT/	Extension Number of confirming person/agency	123
FAX/	Fax number of confirming person/agency	2485551477
REM/	Enter any remarks, if applicable	

Criminal History Reporting

Enter Judgment (EJUD)

Use this screen to enter the *judicial* portion of a person's criminal history to Michigan State Police Central Records. After entering the disposition on the JIS Traffic/Criminal Sub-System, you can "Hop" to this screen using the code of EJD. Most fields on this screen will be populated with information from the JIS database in the correct CHR format. Up to three *counts* can be sent to CHR at one time.

```
                     Criminal History Records - EJUD

Type of Entry: EJUD

     JUDORI: MI630995J    CFN: 02-1234      NAA: DOE/JOHN//
     CIRORI: _____
     SID: _____      CTN: 026312345601   CTD: 20030125

     CCN: 001   ORF: _   GOC: _   CIT: 257/602A          CDC: PLG
     CSR: F/C/R $529/PROB 24 MO/JAIL 10 DAYS
_____

     CCN: 002   ORF: _   GOC: _   CIT: 257/626           CDC: PLG
     CSR: F/C/R $119/JAIL 10 DAYS
_____

     CCN: ___   ORF: _   GOC: _   CIT: _____  CDC: ___
     CSR: _____
_____
Add'l Information:
_____
_____

 F5-Retrieve  F6-Messages  F7-Outq  F9-MJUD  F10-CJUD  F24-Previous Menu
```

Enter Judgment Screen

The *Add'l Information* lines are to add information for scan lines that are not currently displayed on the screen. For example, effective January 1, 2002, the DNA flag indicator has been added to the CHR record, if available. On the Add'l Information line, enter: **71:Y** (Enter Y-yes or N-no)

Function Keys

F5 .... Retrieve information from last entry
F6 .... Display Messages
F7 .... Display Outq
F9 .... Go to Modify Judgment Screen
F10 .... Go to Cancel Judgment Screen
F24 .... Return to Previous Menu

		Enter Judgment Fields		
CHR Fields	**Field Name Translation**	**Information**	**Format**
EJUD	**Type of Entry**	Enter Judicial Information	EJUD... is pre-loaded
JUDORI	**Court ORI #**	Originating Agency Identifier #	MI630995J (the court's ORI is pre-loaded)
CFN	**Court File #**	Court Case Number	03-1234
NAA	**Name at Arrest**	Name of Defendant at arrest. *Either Name or SID must be entered - not both.*	Smith/John/Roy/Jr Smith/John/Roy/ Smith/John//
CIRORI	**Circuit Court ORI #**	If dispo code BOC used, this field identifies the circuit court to which the case was bound over	MI630223J
SID	**State Identification #**	Unique identifying number for the defendant. *Either Name or SID must be entered - not both.*	1234567K
CTN	**Criminal Tracking #**	Unique identifying number for the specified incident	630312345601
CTD	**Court Transaction Date**	Date of conviction/dismissal	20030511
CCN	**Court Charge #**	The court's count number	1, 2, 3, etc.
ORF	**Ordinance Flag**	If offense is a state statute, leave blank; if a local ordinance, "Y"	Blank or Y
GOC	**General Offense Character**	Designate if offense was attempt, conspiracy, solicit	A, C, S or Blank
CIT	**Citation or PACC Code**	The PACC Code Number; use a slash instead of a period in the 4th position	750/81A or 257/6251-A
CDC	**Court Disposition Code**	CHR based disposition code	See chart on next page for dispo codes
CSR	**Court Sentencing Remarks**	Up to 90 characters to report a summary of the sentence or any additional remarks concerning the charge disposition. A period is **not** required at the end of the remarks.	One year probation

Court Disposition Codes (CDC)

Convictions Considered *Public*	
BWI	Bench Warrant Issued
GTY	Found Guilty
GMI	Found Guilty - mentally ill
PLG	Plead Guilty
NOC	Plead Nolo Contendere
PMI	Plead Guilty but mentally ill

Non-Convictions or *Non-Publics*	
✶**BOC**	Bound over to Circuit Court *(If this code is used, enter the Circuit Court ORI# in the CIRORI field)*
✶**FNG**	Found Not Guilty - Acquittal
✶ **NGI**	Found Not Guilty - Insane
✶ **DIS**	Dismissed
✶**NOP**	Nolle Prosequi
DPK	Deferred - Parental Kidnaping
DPY	Deferred - HYTA
DPD	Deferred - 7411
DPS	Deferred - Domestic Assault
DMY	Dismissed - HYTA
ADJ	Juvenile Adjudication

Suppressed	
DMK	Dismissed - Parental Kidnaping
DMD	Dismissed - 7411
DMS	Dismissed - Domestic Violence
CSA	Conviction Set Aside

✶   When using any one of these codes, all counts must have the same disposition, i.e., Bound Over, Acquitted, Dismissed, etc.

If there is a multi-count case and the dispositions are varied, only report the count(s) with a **conviction**, do not report dismissals or acquittals.

```
              Criminal History Records - EJUD

Type of Entry: EJUD

     JUDORI: MI630995J    CFN: 03-1201     NAA: _____
     CIRORI: _____
     SID: 1234567K    CTN: 820212345601    CTD: 20021202

     CCN: 001    ORF: Y    GOC: _    CIT: 257/6251-A      CDC: NOC
     CSR: F/C/R $600/PROB 24 MO/JAIL 10 DAYS
     _____

     CCN: 002    ORF: Y    GOC: _    CIT: 257/9041B       CDC: PLG
     CSR: F/C/R $260 AND 35 CENTS/PROB 6 MO/JAIL 10 DAYS
     _____

     CCN: 003    ORF: Y    GOC: _    CIT: 257/255         CDC: DIS
     CSR: F/C/R $40
     _____
Add'l Information:


_____

 F5-Retrieve   F6-Messages   F7-Outq   F9-MJUD   F10-CJUD   F24-Previous Menu
```

Multi-Count CHR with Guilty Dispositions

```
              Criminal History Records - EJUD

Type of Entry: EJUD

     JUDORI: MI630995J    CFN: 03-1202     NAA: _____
     CIRORI: _____
     SID: 1234567K    CTN: 820212345601    CTD: 20021202

     CCN: 001    ORF: Y    GOC: _    CIT: 257/6251-A      CDC: BOC
     CSR: _____
     _____

     CCN: ___    ORF: _    GOC: _    CIT: _____    CDC: ___
     CSR: _____
     _____

     CCN: ___    ORF: _    GOC: _    CIT: _____    CDC: ___
     CSR: _____
     _____
Add'l Information:


_____

 F5-Retrieve   F6-Messages   F7-Outq   F9-MJUD   F10-CJUD   F24-Previous Menu
```

CHR Entry of Bind-over to Circuit Court

Modify Judgment (MJUD)

Use this screen to modify the "judicial" portion of a person's criminal history to Michigan State Police Central Records. Modification is required to record subsequent court action to a previously recorded disposition or to correct specific information. You may "Hop" to this screen using the code of MJD from any Traffic/Criminal Screen. Several fields on this screen will be populated with information from the JIS database.

Modifications would include, but are not limited to reporting of:

▸ Discharge from probation which suppresses a record under 7411, HYTA, Parental Kidnapping, or the Spouse Abuse Act;

▸ Convictions which were successfully appealed causing disposition change;

▸ Unsuccessful probations which revert back to a commitment to jail.

```
                        Criminal History Records - MJUD

Type of Entry: MJUD

     SID: 1234567K   CTN: 820212345601    JUDORI: MI630995J
     CTD: 20021202  CFN: 03-1201      NAA: _____
     CIRORI: _____

     CCN: 001   ORF: Y   GOC: _   CIT: 257/6251-A       CDC: GTY
     CSR: DEFENDANT VIOLATED PROBATION COMMITTED TO JAIL
_____



                    ⌖



Add'l Information:
_____

 F5-Retrieve  F6-Messages  F7-Outq  F8-EJUD  F10-CJUD  F24-Previous Menu
```

Modify Judgment (MJUD) Entry

The *Add/l Information* lines are to add information for scan lines that are not currently displayed on the screen.

Function Keys

F5   ..... Retrieve information from last inquiry
F6   ..... Display Messages
F7   ..... Display Outq
F8   ..... Go to Enter Judgment Screen
F10 .... Go to Cancel Judgment Screen
F24 .... Return to Previous Menu

> **Note**:
> •   Upon successful completion of diversion programs such as 7411 etc., report the CTD (court disposition date) as the current date.
>
> •   Upon a violation of the diversion program the CTD should be the original disposition date

Modify Judgment Fields (MJUD)			
CHR Fields	**Literal Field Name**	**Information**	**Format**
MJUD	**Type of Entry**	Modify Judicial Information	MJUD …is pre-loaded
SID	**State Identification #**	State Identification Number	1234567K
CTN	**Criminal Tracking #**	Criminal Tracking Number	639912345601
JUDORI	**Court ORI #**	Originating Agency Identifier	MI630995J
CTD	**Court Transaction Date**	Date of conviction/dismissal	20030511
CFN	**Court File #**	Court Case Number	03-1234
NAA	**Name**	Name of Defendant at arrest	Smith/John/Roy/Jr
CIRORI	**Circuit Court ORI#**	If dispo code BOC used, this field identifies the circuit court to which the case was bound over	MI630223J
CCN	**Court Charge #**	The court's count number	1, 2, 3, etc.
ORF	**Ordinance Flag**	If offense is a state statute, leave blank; if a local ordinance, "Y"	Blank or Y
GOC	**General Offense Character**	Designate if offense was an attempt, conspiracy, or solicit	A, C, S or Blank
CIT	**Citation or PACC Code**	PACC code number. **Use a slash instead of a period.**	750/81A or 257/6251-B
CDC	**Court Dispo Code**	CHR based disposition code	See chart on P. 82
CSR	**Court Sentencing Remarks**	Up to 90 characters of free text to report a summary of the sentence or any additional remarks concerning the disposition of the charge. A period is **not** required at the end of the text.	Defendant to serve 10 days in jail.

Cancel Judgment (CJUD)

Use this option to cancel the "judicial" portion of a person's criminal history to Michigan State Police Central Records. You can "Hop" to this screen using the code of CJD from any Traffic/Criminal Screen. *All* fields on this screen will be populated with information from the JIS database. Press **Enter** to cancel the CHR Judgment.

The *Add'l Information* lines are to add information for scan lines that are not currently displayed on the screen.

```
                       Criminal History Records - CJUD

     Type of Entry: CJUD

          RSN: DRE    CANCEL: YES
          NAA: _____

          SID: 1234567K   CTN: 820212345601   JUDORI: MI630995J   CCN: 001












     Add'l Information:
     _____
     _____

      F5-Retrieve  F6-Messages  F7-Outq  F8-EJUD  F9-MJUD   F24-Previous Menu
```

Cancel CHR Entry (CJUD)

Function Keys

F5 ...... Retrieve Information from last inquiry
F6 ...... Display Messages
F7 ..... Display Outq
F8 ...... Go to Enter Judgment Screen
F9 ...... Go to Modify Judgment Screen
F24 .... Return to Previous Menu

Cancel Judgment Fields (CJUD)			
CHR Fields	**Field Name Translation**	**Information**	**Format**
CJUD	**Type of Entry**	Cancel Judicial Information	CJUD......is pre-loaded
RSN	**✶Reason**	Reason code for the cancellation - see below	✶DRE
CANCEL	**Cancel**	Yes or No	Yes
NAA	**Name**	Defendant's name at arrest	Smith/John/Roy/Jr
SID	**State Identification #**	State Identification #	1234567K
CTN	**Criminal Tracking #**	Unique identifying number for the specified incident	630112345601
JUDORI	**Court ORI #**	Originating Agency Identifier #	MI630995J
CCN	**Court Charge #**	The court's count #	1, 2, 3, etc.

✶ Court cancellation of a judicial record must be limited to the purpose of changing a disposition. The only valid reason code is:

DRE . . . . (delete re-enter)

Sex Offender Registration

The Court must register a person into the LEIN system, upon conviction but prior to sentencing, of any sex-related crime listed on page 87 of this manual.

If the court does not have LEIN access, or does not perform LEIN entries, they must instruct the appropriate law enforcement agency to enter the sex offender information into LEIN with information taken from the Michigan State Police (MSP) form *DD-4, Michigan Sex Offender Registration*. Once the information has been entered into LEIN, this form may be retained by the court or destroyed. Do **not** send this form to the Investigative Resources Section of the Michigan State Police (MSP).

The registering official **must** ensure that fingerprints have been taken and submitted to the State and the FBI. A criminal history check of the offender will give you the FBI and SID numbers if the fingerprints are on file. If fingerprinting is required, contact the prosecutor's office to arrange for the appropriate law enforcement agency to fingerprint the offender.

For an *original* registration, federal law requires that all sex offenders be advised of their duties. The MSP form DD-4A, *Explanation of Duties to Register as a Sex Offender*, will be used for this purpose. This form will be explained to the offender upon initial registration by the court parole or probation officer, or if incarcerated, by a Michigan Department of Corrections employee just prior to release.

Failure by the offender to sign the DD-4 form is a misdemeanor and proper enforcement action should be taken by the notifying agency. If the offender will not sign the form, write "Refused to Sign" in the space provided for the offender's signature. In all cases, the original notification form, with or without a signature, shall be mailed to the address below:

Mail to:	Michigan State Police
	Investigative Resources Section
	Attn: Sex Offender Registration
	4000 Collins Road, P.O. Box 30637
	Lansing, MI 48909-8137

Federal law requires that all registered sex offenders be advised of their duties to register, verify, change address, etc. Failure to register is a felony - up to four years in prison, a fine of up to $2,000.00, or both.

When registering a sex offender convicted under a local ordinance, determine which of the listed offenses most closely describes the offense in question, then enter that offense and PACC code. A listing of offenses that qualify for sex offender registration can be found on the following page.

Who Must Be Registered

An original sex offender registration record must be entered into LEIN for a convicted offender who:

‣ resides in Michigan for 14 or more consecutive days or 30 days or more in any given year;

‣ was ordered to jail, prison, paroled, is on probation, has been committed to the Family Independence Agency (FIA), or is a ward of the court;

‣ was convicted in another state and has moved to Michigan;

‣ was convicted of an attempt or conspiracy to commit any crime listed on the following page; or

‣ is in any violation of a law of this state or a local ordinance of a municipality that by its nature constitutes a sexual offense against an individual who is less than 18 years of age.

Sex Offenses

A Sex Offender Registration record is required if a person has been convicted of:

‣ any one of the offenses listed in the chart on the following page;

‣ other offenses substantially similar to those listed offenses under a law of the United States, any state, or country;

‣ a local ordinance conviction substantially corresponding to 750.1671F (disorderly person-obscene conduct) or 750.335A (indecent exposure); or

‣ any *attempt* or *conspiracy* to commit one of the listed offenses.

Sex Offender Registration PACC Codes

PACC Code CIT (220)	Michigan Compiled Law Citation	Felony/ Misd.
750.145A	Children - Accosting for Immoral Purposes (*Effective August 2002, this offense became a felony*)	F
750.145B	Children - Accosting for Immoral Purposes 2nd Offense	F
750.145C2	Child Sexually Abusive Activity	F
750.145C3	Child Sexually Abusive Activity - Distributing or Promoting	F
750.158	★ Sodomy	F
750.1671F	Disorderly Person - Obscene Conduct (*e.g. public sex acts*) (3rd or subsequent conviction)	M
750.335A	Indecent Exposure (3rd or subsequent conviction)	M
750.338	★ Gross Indecency Between Males - committing/procuring	F
750.338A	★ Gross Indecency Between Females - committing/procuring	F
750.338B	★ Gross Indecency Between a Male and Female - committing/ procuring	F
750.349	★ Kidnapping	F
750.350	Kidnaping - Child Enticement	F
750.448	★ Soliciting to Commit Prostitution	M
750.455	Pandering	F
750.520B	Criminal Sexual Conduct - 1st Degree (multiple variables)	F
750.520C	Criminal Sexual Conduct - 2nd Degree (multiple variables)	F
750.520D	Criminal Sexual Conduct - 3rd Degree (multiple variables)	F
750.520E	Criminal Sexual Conduct - 4th Degree (multiple variables)	F
750.520G1	Criminal Sexual Conduct Assault with Intent to Commit Sexual Penetration	F
750.520G2	Criminal Sexual Conduct - 2nd Degree Assault	F
750.10A	Sexually Delinquent Person (*e.g., multiple indecent exposures*)	F

Attempt or Conspiracy used in CIT (220)

A/ or C/	Example: CIT: **A/750.520G2** CIT: **C/750.520G2**

★= *These offenses are only valid for Sex Offender Registration if the victim was under 18 years of age at the time of the offense.*

Sex Offender *False* Address Flag

According to Michigan State Police, all law enforcement agencies are encouraged to set the False Address Flag on the PSOR (Public Sex Offender Registration) for sex offender addresses they know to be false. LEIN operators can set the False Address Flag to remove the offender's information from the PSOR until either the address is updated, or the false address flag is removed.

The False Address Flag (FAF or scan line 85) can be added to the LEIN Public Sex Offender Registration File by typing a "Y" in this field on the SESUP Screen when the current address is known to be false. An "N" will remove the false address flag and return this name to the PSOR. The sex offender record will not be updated until the day after the FAF flag is set.

Duration of Registration

For a first offense, registration will be for 25 years or a minimum of 10 years after being released from prison, whichever is longer.

For a second or subsequent conviction, registration will be for life! Certain offenses committed after September 1, 1999, will require a lifetime registration upon a first conviction and are listed below:

- ▸ CSC - 1st degree
- ▸ CSC - 2nd degree (victim under 13 years old)
- ▸ Kidnapping (victim under 18 years)
- ▸ Child Kidnapping
- ▸ Child Sexually Abusive Commercial Activity
- ▸ The *Attempt* of any of the above listed offenses

Public Sex Offender Registry

The Public Sex Offender Registry (PSOR) is a list available to the public that contains the addresses of persons convicted of sex-related crimes. This list is available on the Internet through the Michigan State Police Web Site at:

www.mipsor.state.mi.us

Sex Offender Registration - ESOR

Use this option to enter, modify or cancel original sex offender information within your court's jurisdiction into LEIN / NCIC.

```
                    LEIN -   Enter/Modify/Cancel
                      SEX OFFENDER REGISTRATION
  Type of Entry: ESOR  (ESOR- Enter, MSOR- Modify, CSOR- Cancel Sex Offender)
  OPR: PAYNE          ENT: 13  MOD: ___  CAN: ___  PNO: _____
  NAM: SMITH/JOHN/ROY/_____  RSX: W M  DOB: 19561215  JUV: N
  HGT: 509  WGT: 165  HAI: RED  EYE: HAZ  COU: 63
  STR: 12345 OAK_____  CTY: NOVI_____  STA: MI  ZIP: 48375____
  CIT: 750.455_____  CIT: _____  DUR: 25  DOW: 20010510

  Optional Entries...
  OLN: S500123456123_____  SOC: _____  CTN: 630112345601  POB: OH
  SID: 123456B  PRN: _____  SKN: MED  SMT: 519  BLT: APOS  DNA: _
  MIS: _____

  _____
  AKA: SMITH/JOHNNY/BOY/_____  AKA: _____
  AKA: _____  AKA: _____
  AKA: _____  FBI: 90660012█

  Add'l Information:
  _____
  _____

   F5-Retrieve F6-Messages F7-Outq F9-SESUP/SCSUP F12-Line #'s  F24-Previous Menu



  MA█   a                                                      17/052
```

Sex Offender Registration Entry (ESOR)

The *Add'l Information* lines are to add scan lines that are not currently displayed on the screen.

Function Keys

F5 .... Retrieve information from last entry
F6 .... Display Messages
F7 .... Display Outq
F9 .... Go to Enter/Cancel Supplemental Data Screen
F12 .... Toggle between field names and scan line numbers
F24 .... Return to Previous Menu

		Required Fields for Sex Offender Registration (ESOR)	
Scan Line	**Field Name**	**Information**	**Format**
	Type of Entry	**ESOR -** Enter Sex Offender Record	**ESOR**
14	**ENT**	13 - Sex Offender Registration	**13**
55	**OPR**	Operator Name	Payne
1	**NAM**	Name of Offender	SMITH/JOHN/ROY/
2	**RSX**	Race / Sex	W M *(Appendix A)*
3	**HGT**	Height	511 (5 ft. 11 in.)
4	**WGT**	Weight	200
5	**HAI**	Hair Color (Appendix C)	BRO
6	**EYE**	Eye Color (Appendix C)	BLU
7	**DOB**	Date of Birth	19561215
82	**JUV**	Is offender a juvenile	**Y**es or **N**o
8	**STR**	✳Street Address	123 Oak Street
9	**CTY**	City of Residence	Southfield
10	**STA**	2-character Sate Code	MI *(Appendix A)*
48	**ZIP**	Zip Code	48555
75	**COU**	County of Residence Code	63 *(Appendix F)*
220	**CIT**	PACC Code of Offense	750.520B
72	**DUR**	Duration of Registration - 25 yrs for 1st offense; Life for 2nd offense and certain 1st offense (P. 87)	25 or LF
39	**FBI**	FBI #. This is mandatory for entry into NCIC.	9006600
50	**SID**	State Identification #. Mandatory if available.	123456B
12	**SOC**	Social Security #. Mandatory if available.	364887542

✳ If you believe the person you are trying to register is homeless, enter the street address as: **123 Homeless**, followed by the correct city, state, and zip code.

		Optional Fields for Sex Offender Registration	
Scan Line	**Field Name**	**Information**	**Format**
11	**OLN**	Driver License Number. For Michigan, enter the number. For any other state, enter the state code/number.	P500114332789 OH/P500143221789
200	**CTN**	Criminal Tracking Number	639912345601
51	**PRN**	Prison Number - assigned prisoner number	1234567890
59	**SKN**	Skin Tone	MED *(Appendix C)*
60	**SMT**	Scars, Marks and Tattoos (Appendix G - partial listing of codes; LEIN manual has full list.)	519 *(Appendix G)*
61	**BLT**	Blood Type code	APOS *(Appendix C)*
71	**DNA**	DNA Profile Available?	**Y** (yes) Or **N** (no)
41	**MIS**	Enter remarks that cannot be entered in any of the available scan lines.	
19	**AKA**	Enter up to five alias names	SMITH/JOHNNY/BOY/
18	**FPC**	Fingerprint Class Code. See the LEIN Operations Manual (LOM) for codes.	
40	**MNO**	Miscellaneous Code and Number.	*(Appendix B)*
	Add'l Information	If you want to enter information for a scan line that is not currently available on this screen, enter the scan line # and information here.	

Modify Data (MSOR)

Use the Sex Offender Registration option to modify existing data for registered sex offenders. All fields/scan lines may be modified using MSOR except alias - AKA (19).

Please note, MSOR is **not** to be used to change an address. Address changes are made using SESUP (**F9** from MSOR/MSOR/CSOR Screen).

```
                    LEIN -   Enter/Modify/Cancel
                    SEX OFFENDER REGISTRATION
Type of Entry: MSOR  (ESOR- Enter, MSOR- Modify, CSOR- Cancel Sex Offender)
OPR: PAYNE          ENT: __  MOD: YES  CAN: ___   PNO: 12089978
NAM: _____  RSX: _ _  DOB: _____  JUV: _
HGT: ___  WGT: ___   HAI: BRO  EYE: HAZ  COU: 63
STR: _____  CTY: _____  STA: __  ZIP: _____
CIT: _____  CIT: _____  DUR: LF  DOW: 20010509 ▌

Optional Entries...
OLN: _____  SOC: _____  CTN: _____  POB: __
SID: _____  PRN: _____  SKN: ___  SMT: ___  BLT: _____  DNA: _
MIS: _____
    _____
AKA: _____  AKA: _____
AKA: _____  AKA: _____
AKA: _____  FBI: _____

Add'l Information:
_____
_____

 F5-Retrieve F6-Messages F7-Outq F9-SESUP/SCSUP F12-Line #'s  F24-Previous Menu



MA█    a                                                          08/071
```

Modify Sex Offender Registration Data (MSOR)

Function Keys

F5 .... Retrieve information from last inquiry
F6 .... Display Messages
F7 .... Display Outq
F9 .... Go to the Enter / Cancel Supplemental Data Screen
F12 .... Toggle between field names and scan line numbers
F24 .... Return to Previous Menu

		Required Fields for Sex Offender - Modify Data		
Scan Line	**Field Names**	**Information**	**Format**	
	Entry Type	MSOR - Modify Sex Offender Data	MSOR	
20	**PNO**	Personal I. D. Number	12078998	
23	**MOD**	Modify	**Yes**......is pre-loaded	
55	**OPR**	LEIN Terminal Operator	SMITH	
		Optional Fields for Sex Offender - Modify Data		
		All fields may be modified *except*: **AKA** (19) * requires cancel and re-entry		

Note: If modifications are necessary for an existing record that originated in another court, contact the Investigative Services Section of MSP to modify the original record (517) 336-6292.

Cancel Data (CSOR)

Use the CSOR message key cancel to sex offender registration records from the LEIN/NCIC database.   The ORI canceling the record must match the entering ORI in the record.

```
                 LEIN -  Enter/Modify/Cancel
                   SEX OFFENDER REGISTRATION
Type of Entry: CSOR   (ESOR- Enter, MSOR- Modify, CSOR- Cancel Sex Offender)
OPR: PAYNE           ENT: __  MOD: ___  CAN: YES  PNO: 12078965
NAM: SMITH/JOHN/ROY/_____  RSX: W M  DOB: 19561215  JUV: _
HGT: ___  WGT: ___  HAI: ___  EYE: ___  COU: __
STR: _____  CTY: _____  STA: __  ZIP: _____
CIT: _____  CIT: _____  DUR: __  DOW: _____

Optional Entries...
OLN: _____  SOC: _____  CTN: _____  POB: __
SID: _____  PRN: _____  SKN: ___  SMT: ___  BLT: _____  DNA: _
MIS: RECORD ENTERED IN ERROR█_____
     _____
AKA: _____  AKA: _____
AKA: _____  AKA: _____
AKA: _____  FBI: _____

Add'l Information:
_____
_____

 F5-Retrieve F6-Messages F7-Outq F9-SESUP/SCSUP F12-Line #'s  F24-Previous Menu



MA█    a                                                          13/030
```

Cancel Sex Offender Record (CSOR)

Function Keys

F5 .... Retrieve information from last inquiry
F6 .... Display Messages
F7   .... Display Outq
F9 .... Go to the *Enter / Cancel Supplemental* Data Screen
F12 .... Toggle between field names and scan line numbers
F24 .... Return to Previous Menu

Scan Line	Field Names	Information	Format
\multicolumn{4}{c}{**_Required_ Fields for** **Cancel Sex Offender Registration Data**}			
	Entry Type	**CSOR** - Cancel Sex Offender Record	**CSOR**
1	**NAM**	Name of Offender to cancel	SMITH/JOHN/ROY/
20	**PNO**	Personal Entry #	10876622
26	**CAN**	Cancel the record?	Yes
55	**OPR**	Terminal Operator Name	Payne
41	**MIS**	Remarks are not mandatory but **should** be included to enter the reason for the cancellation.	Duplicate entry, Wrong defendant, etc.

Enter Supplemental Data (SESUP)

Use this option to change the address of known sex offenders in your court's jurisdiction into the LEIN system or set the False Address Flag. You may also use this screen to enter an additional alias.

```
              LEIN - Sex Offender Registration - Enter/Cancel Supplemental Data
                            (Change of Address and/or Alias Name)

      Type of Entry: SESUP (SESUP- Enter Supplemental, SCSUP- Cancel Supplemental)

            NAM: SMITH/JOHN/ROY/                          PNO: 12093788

            OPR: PAYNED            DOW: _____

       Address Data...

            STR: 27777 FRANKLIN           CTY: SOUTHFIELD

            STA: MI  ZIP: 48034      COU: 63

            FAF: _  IPF: _

       Additional Alias...

            AKA: _____


      F5-Retrieve F6-Messages F7-Outq F8-ESOR/MSOR/CSOR F12-Line #'s  F24-Prev Menu



     MA   a                                                              06/062
```

Enter supplemental Data (SESUP)

Function Keys

F5 .... Retrieve information from last inquiry
F6 .... Display Messages
F7   .... Display Outq
F8 .... Go to ESOR, MSOR, CSOR Screen
F12 .... Toggle between field names and scan line numbers
F24 .... Return to Previous Menu

Required Fields for Sex Offender - Enter Supplemental Data			
Scan Line	**Field Names**	**Information**	**Format**
	Type of Entry	Enter Supplemental Data (SESUP)	**SESUP**
1	**NAM**	Name of Offender	SMITH/JOHN/ROY/
20	**PNO**	Person Entry #	10876622
55	**OPR**	LEIN Terminal Operator	SMITH
Optional Fields for Sex Offender - Enter Supplemental Data			
8	**STR**	Street Address	13223 Oak Street
9	**CTY**	City of Residence	Southfield
10	**STA**	2-character state code	MI *(Appendix A)*
48	**ZIP**	Zip Code	48555
75	**COU**	2-Digit County Code	63 *(Appendix F)*
85	**FAF**	False Address Flag	**Y** (yes) or **N** (no)
86	**IPF**	In Prison? Flag	**Y** (yes) or **N** (no)
19	**AKA**	Add an additional alias name	SMITH/JOHNNY/BOY/

Cancel Supplemental Data (SCSUP)

Use the SCSUP message key to cancel a *supplemental* entry of:

▸ Address Change
▸ False Address Flag
▸ Alias

```
            LEIN - Sex Offender Registration - Enter/Cancel Supplemental Data
                        (Change of Address and/or Alias Name)

Type of Entry: SCSUP (SESUP- Enter Supplemental, SCSUP- Cancel Supplemental)

        NAM: SMITH/JOHN/ROY/                        PNO: 12093788

        OPR: PAYNED          DOW: _____
                                   20010622
 Address Data...

        STR: 27777 FRANKLIN          CTY: SOUTHFIELD

        STA: MI  ZIP: 48034      COU: 63

        FAF: _   IPF: _

 Additional Alias...

        AKA: _____


 F5-Retrieve F6-Messages F7-Outq F8-ESOR/MSOR/CSOR F12-Line #'s  F24-Prev Menu




MA    a                                                            16/015
```

Cancel Supplemental Data (SCSUP)

Function Keys

F5 .... Recall information from last inquiry
F6 .... Display Messages
F7 .... Display Outq
F8 .... Go to the ESOR/MSOR/CSOR Screen
F12 .... Toggle between field names and scan line numbers
F24 .... Return to Previous Menu

Scan Line	**Field Names**	**Information**	**Format**
**Required Fields for** **Sex Offender - Cancel Supplemental Data**			
	Type of Entry	**SCSUP** - Cancel Supplemental Data	**SCSUP**
1	**NAM**	Name of Offender	SMITH/JOHN/ROY
20	**PNO**	Person Entry #	10876622
55	**OPR**	LEIN Terminal Operator	SMITH
16	**DOW**	Date of Cancellation of Supplemental Data	20030511
**Optional Fields for** **Sex Offender - Cancel Supplemental Data**			
8	**STR**	Street Address	13223 Oak Street
9	**CTY**	City of Residence	Southfield
10	**STA**	2-character state code	MI *(Appendix A)*
48	**ZIP**	Zip Code	48555
75	**COU**	2-digit county code	63 *(Appendix F)*
85	**FAF**	False Address Flag	**Y** (yes) or **N** (no)
19	**AKA**	Alias Name	SMITH/JOHN/ROY/

LEIN TAC Selection

Press Page/Roll from the SOS/LEIN Selection Menu to access this menu. This menu will be used to:

- Certify LEIN Operators and Validate Warrants Online
- Get a history log of criminal history inquiries for a specific ORI #
- Electronically validate warrants issued by the court

```
              State Court Administrative Office
               Judicial Information Systems

                 LEIN TAC Selection Menu


      1. LEIN Operator Certification
            and Warrant Validation Notification

      2. QLOG Format

      3. District Court Warrant Validation Reports
            for ORI _____
            _ Alpha   by NAM
            _ Numeric by DKT
            _ Numeric by OCA


      Option: _____



   F24-Exit  Page/Roll
```

LEIN TAC Selection Menu

LEIN Operator Certification &
Warrant Validation Notification

Use this option to :

- Enter certified LEIN operators from your court into the LEIN system
- Inquire on certified LEIN operators in your court
- Perform the monthly LEIN Warrant Validation (F8)

```
                    LEIN - Certification Registration

     CER MI630995J

          Add/Del/Inq: ADD

          NAME: PAYNE/DINAH/CHERYL_____

          REMARKS: REAFFIRM







     F5-Retrieve  F6-Messages  F7-Outq  F8-Validate Warrants
     F12-Line #'s  F24-Previous Menu
```

Re-Certifying an Existing User

LEIN Operator Certification/Inquiry

The Court ORI number will appear automatically. Enter one of the following in the ADD/DEL/INQ field :

- ADD   - to add a new certified operator
- DEL   - to delete a certified operator
- INQ   - to inquire about a certified user

Note: **Remarks** are not necessary when either doing an initial add or deleting a certified operator from the system.

Inquiry on *All* Certified Operators in Your Court

To do an inquiry on all the certified users from your court:

- type **INQ** in the Add/Del/Inq field
- type ***///*** in the name field (3 slashes)
- press **Enter**

Re-Certification of Operators

When a user is re-certified every two years, type "ADD' in the Add/Del/Inq field, the operator's name, and "REAFFIRM" in the remarks field. The re-certification date becomes the date of entry.

Per an explanation of the program by Michigan State Police, when one user is reaffirmed, that reaffirmation date changes the certified date for EVERY certified user in the court.

QLOG Format

Use this option to get a history log for the number of requests for criminal histories made by your court. This log is used by the LEIN auditors and can also be used by the court to monitor the kinds of requests being made.

```
              Law Enforcement Information Network, QLOG Format

    QLOG      MI630995J            ---- Your ORI
    OPR:      HASSETT              ---- Operator
    FOR:      JUDGE/99TH DIST CT   ---- Requestor's Name and Agency
    BDATE:    20030101    ---- Beginning Date (Must be within the Last 90 Days)
    EDATE:    20030131    ---- Ending Date
    TYP:      _         ---- ** See Below
    NAM:      _____    ---- *** See Below
    RSX:      __
    DOB:      _____
    TER:      MI630995J  ---- Terminal Agency ORI (JIS's ORI)
    REQ:      _____    ---- **** See below

    ** Type of Inquiry:  (If left blank, 50 random inquiries) OR "A" will provide
                         All records during the time frame indicated.  "C" will give
                         only the Count of activity during the time frame indicated.

    *** NAME:  To locate a specific inquiry by name, the inquiry must be an exact
               match.  (The field must contain 3 slashes "/")

    **** REQ:  The ORI of the agency you service.  (Do NOT fill in TER: when using
               this field).
     F5-Retrieve  F6-Messages  F7-Outq F24-Previous Menu
```

QLOG Format Screen

If you put an "A" in the TYP field, you will get ALL inquiries for the date parameters. Do NOT put an "A" in this field unless you are requested to do so by the LEIN Field Services Division. An "A" would cause a severe drain to your system and all courts using the JIS- LEIN interface!

Function Keys

F5 .... Retrieve information from last inquiry
F6 .... Display Messages
F7 .... Display Outq
F24 .... Return to Previous Menu

Example of QLOG Data

```
LEIN MESSAGE RECEIVED    7/176/03 AT   12:13:26
/0432946S4879


THE FOLLOWING INFORMATION AND REPORT IS THE RESULT OF A SEARCH OF THE CCH
LOGGING FILES AS REQUESTED VIA THE QLOG INQUIRY.

LOGGING REQUESTED BY:

     ORI:   MI630995J   -   CT   JUDICIAL INFO SYSTEM
     OPR:   PAYNE
     FOR:   PAYNE/JIS
     TYP:


LOGGING PARAMETERS ENTERED:

     TER:   MI630995J   -   CT   JUDICIAL INFO SYSTEM


     BEGINNING DATE:   07/13/1999
     ENDING DATE:      07/13/1999
***************************************************************************

LOG RECORD NO: 1
DATE: 20030713   TIME: 0708   MSG: 25960   RESP: 001 CJA: COURTS
TER ORI:  MI630995J   -   CT   JUDICIAL INFO SYSTEM
REQ ORI:  MI630995J   _   99TH  DIST SOUTHFIELD
MSG KEY: QH     PUR: C/ARRAIGNMENT     OCA: 99SL111   UCN:
SID:  182277J   FBI:        CTN:            PRN:      TCN:

SOC:                DLN:                MNU:
NAM:  SMITH/JOHN/ROY/JR    RACE: W    SEX: M    DOB: 19550505
REMARKS:

OPER:   PAYNE         FOR: DOBEK/JUDGE


LOG RECORD NO: 2
DATE: 20030713   TIME: 0713   MSG: 26226   RESP: 001   CJA: COURTS
TER ORI:  MI630995J   -   CT   JUDICIAL INFO SYSTEM
REQ ORI:  MI630995J   _   99th DIST COURT
MSG KEY: QHW     PUR: C/SENTENCING     OCA: 99SL111   UCN:
SID:  182277J   FBI:        CTN:            PRN:      TCN:

SOC:                DLN:                MNU:
NAM:  SMITH/GEORGE/W/JR   RACE: W    SEX: M    DOB: 19660608
REMARKS:

OPER:   PAYNE    FOR: PAYNE/PRE-SENT
```

88888888888888888888888888888888888888888888888888888888888888888888888888888888

```
PUR CODE QH   OHW  QHSW  QR   CHR  IQ   FQ   QCTN  QSID  CHRL  TOTAL

A         0    0    0    0    0    0    0    0     0     0     0
B         0    0    0    0    0    0    0    0     0     0     0
C        22   32   10   36    0    0    0    0     0     0    100
E         0    0    0    0    0    0    0    0     0     0     0
J         0    0    0    0    0    0    0    0     0     0     0
M         0    0    0    0    0    0    0    0     0     0     0
N         0    0    0    0    0    0    0    0     0     0     0
R         0    0    0    0    0    0    0    0     0     0     0
S         0    0    0    0    0    0    0    0     0     0     0
HYTA      0    0    0    0    0    0    0    0     0     0     0
7411      0    0    0    0    0    0    0    0     0     0     0
ABUSE     0    0    0    0    0    0    0    0     0     0     0
KID       0    0    0    0    0    0    0    0     0     0     0
CSA       0    0    0    0    0    0    0    0     0     0     0
F         0    0    0    0    0    0    0    0     0     0     0
I         0    0    0    0    0    0    0    0     0     0     0
E5        0    0    0    0    0    0    0    0     0     0     0
D         0    0    0    0    0    0    0    0     0     0     0
H         0    0    0    0    0    0    0    0     0     0     0
         22   32   10   36    0    0    0    0     0     0     0
TOTAL
```

FOUND 100 RECORDS(S) ON THE ONLINE FILE MEETING SEARCH CRITERIA.
END OF CCH LOG QUERY.

On-Line Warrant Validation

For courts entering their own warrants into LEIN/NCIC, an on-line warrant validation procedure is mandatory, effective July 2002. Contact LEIN Field Services (ORI# MI3300203) with questions about this process.

To access the Warrant validation screens, press **Page/Roll** from the SOS & LEIN Selection Menu.

Listed below are the steps involved in on-line validation of warrants:

▸ An Admin Message is received at the Court from LEIN informing them the validation records are being sent for the validation month (3 months prior to current month).

▸ An Admin Message is received at the court from JIS between the 11th and 17th of each month, informing them that a file containing their warrants is available.

▸ Select item # 3 (*District Court Warrant Validation Reports)* from the LEIN TAC Selection Menu. Select the report format by name, docket number or case number.

▸ Verify that the warrants are valid, making any corrections necessary.

▸ Select Item #1 (*LEIN Operation Certification and Warrant Validation Notification)* and then press **F8** to certify that the warrants are valid.

Admin Message from JIS

```
A MI630995J MI130035J


FROM: State Court Admin Office, JIS-OPERATIONS
TO:        WARRANTS DEPT, 10TH JUDICIAL DISTRICT
REF:       MONTHLY WARRANT VALIDATION FILE

AFTER 8:15 AM TOMORROW, A FILE CONTAINING ALL OF YOUR COURTS ACTIVE
WARRANTS WILL BE AVAILABLE ON YOUR LOCAL COMPUTER SYSTEM.

AT THAT TIME PLEASE REQUEST FROM PAGE 2 OF THE LEIN MENU

     3.    District Court Warrant Validation Reports

AUTH: GREG CAILLOUETTE, JIS OPERATIONS
```

Typical JIS Admin Message (Warrant Notification)

Requesting the Active Warrant List

Select Item # 3 from this menu. Select one of the following formats:

- ▸ Alphabetic by Name
- ▸ Numeric by Docket Number (DKT)
- ▸ Numeric by Court Case Number (OCA)

The ORI # should be pre-loaded; if not, enter the correct ORI # on this screen.

```
                    State Court Administrative Office
                       Judicial Information Systems

                         LEIN TAC Selection Menu


        1. LEIN Operator Certification
               and Warrant Validation Notification

        2. QLOG Format

        3. District Court Warrant Validation Reports
               for ORI MI630995J
               X Alpha    by NAM
               _ Numeric by DKT
               _ Numeric by OCA


        Option: 3
```

Request Warrant List by Name

After making the report request, four *sets* of reports listed below will appear in the court defined OUTQ:

User Data

▸ Warrants - All   ALL WARNTS
     Warrants - Month Only   NOV WARNTS,
     (i.e. November warrants)

▸ Injunctive Orders - All   ALL INJORD
     Injunctive Orders - Month Only   NOV INJORD

▸ Errors - All   ALL ERRORS
     Errors - Month Only   NOV ERRORS

▸ ✦Reverse Check - All   ALL REVCHK
     Reverse Check - Month Only   NOV REVCHK

Print the lists and validate the warrants for the court.

> ✦ Reverse Check: JIS searches the JIS data-base for cases in Warrant status for which there is no warrant on the LEIN/NCIC System.
>
> Names that do not match will appear on this report.
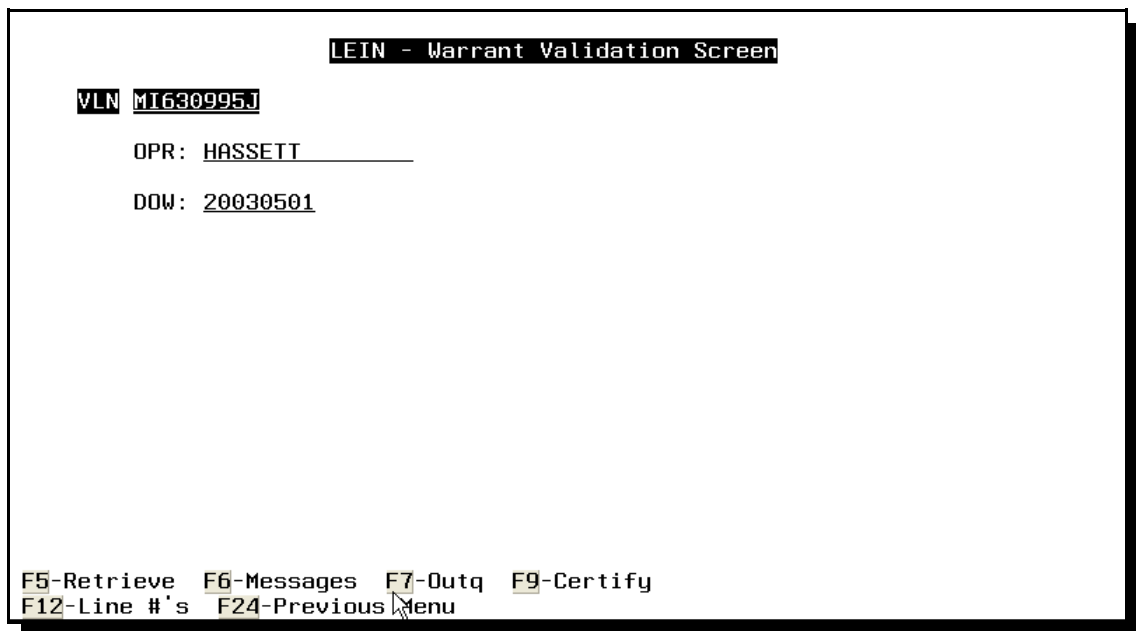
Validate Warrants

The last step in the warrant certification process is the actual on-line validation.

Press **F8** from the LEIN Certification Registration Screen to access the LEIN Warrant Validation Screen (see below).

Enter the name of the operator and the date (month, day) of the warrants that are being certified. Refer to the LEIN admin message for the warrant month (3 months prior to notification). The day will always be the 1st day of the certification month.

```
                    LEIN - Warrant Validation Screen

    VLN  MI630995J

          OPR:  HASSETT

          DOW:  20030501








    F5-Retrieve  F6-Messages  F7-Outq  F9-Certify
    F12-Line #'s  F24-Previous Menu
```

Warrant Validation for May 2003

Definitions

AFIS   *Automated Fingerprint Identification System*. This is a computerized system for electronically encoding, searching and matching fingerprints.

CJIS   *Criminal Justice Information System*. The CJIS Policy Council was created by Executive Order 1998-1 to combine the LEIN Policy Council and AFIS Policy Council. Duties of the CJIS Policy Council include creation of policy and promulgation of rules regarding the operational procedures to be followed by agencies using LEIN and AFIS.

CTN   *Criminal Tracking Number.* This number is assigned by a prosecutor to identify a reported criminal case within the state.

FIA   *Family Independence Agency.* This is a State of Michigan Department formerly known as the Department of Social Services.

Hit   A "*Hit*" response in the Wanted Persons File is not a warrant, and it does not always mean the person is still wanted, or that the person being detained is the person named in the warrant. Each field in the "Hit" record should be compared with the physical description of the subject.

LOM   **LEIN Operations Manual.**

ORI   *Originating Agency Identifier*. All LEIN participants are assigned an ORI # that is used to identify the agency in LEIN.

PNO   **Person Entry Number.** This is the LEIN-generated number for each entry into the Warrant and Missing Person Files and Sex Offender Registration. It is used to provide positive identification on entries. This number is also known as SYSIDNO or SYS (System Identification Number).

PSOR   *Public Sex Offender Registration.* A list available to the public of the addresses of persons convicted of sex crimes. This list is available on the Internet through the Michigan State Police Web Page. The address is: www.mipsor.state.mi.us

SID   *State Identification Number.* The Michigan State Police, Central Records Division, use this number to record conviction data into the Michigan Criminal History Record (CHR) System.

SYSIDNO   *System Identification Number.*   This number is generated by the LEIN System for each entry into the Warrant and Missing Person Files. It is used to provide positive identification on entries of wanted or missing persons. This number is returned with the output message stating that a successful entry has been made. An inquiry can be made into LEIN by a SYSIDNO to receive the LEIN record. This number is also known as PNO (person entry number).

TAC   *Terminal Agency Coordinator*. This person should be knowledgeable in the rules, regulations, applications and operation of LEIN / NCIC and the interfaced systems. The TAC is the liaison between their agency and the Michigan State Police Field Services Division.

The TAC is also the person who is responsible for the security of the LEIN terminals and to ensure that personnel are trained and certified, both initially and on an on-going basis.

Race Codes RSX (2)	State Code Abbreviations STA (10)	

Race Codes RSX (2)

U ..... Unknown

W .... White

B ...... Black

A ..... Asian/
Pacific Islander

I .... American
Indian/Alaskan
Native

SEX Codes RSX (2)

M ..... Male
F ...... Female
U ..... Unknown

N ..... Male referenced
to a Female

G ..... Female referenced
to a Male

✶✶✶

For persons involved in a sex change process, enter separate records for **Male** and **Female**.

State Code Abbreviations STA (10)

AL .... Alabama	OK .... Oklahoma
AK .... Alaska	OR .... Oregon
AZ .... Arizona	PA .... Pennsylvania
AR .... Arkansas	PR .... Puerto Rico
CA .... California	RI .... Rhode Island
CZ .... Canal Zone	SC .... South Carolina
CO .... Colorado	SD .... South Dakota
CT .... Connecticut	TN .... Tennessee
DE .... Delaware	UT .... Utah
DC .... Dist of Columbia	VT .... Vermont
FL .... Florida	VA .... Virginia
GA .... Georgia	VI .... Virgin Islands
HI .... Hawaii	WA ...... Washington
ID .... Idaho	WV ...... West Virginia
IL .... Illinois	WI .... Wisconsin
IN .... Indiana	WY ...... Wyoming
IA .... Iowa	
KS .... Kansas	
KY .... Kentucky	US .... U.S. Government
LA .... Louisiana	
ME .... Maine	
MD .... Maryland	CN .... Canada
MA ...... Massachusetts	
MI .... Michigan	AB .... Alberta
MN ...... Minnesota	BC .... British Columbia
MS ...... Mississippi	MB .... Manitoba
MO ...... Missouri	NK .... New Brunswick
MT .... Montana	NF .... Newfoundland
NB .... Nebraska	NS .... Nova Scotia
NV .... Nevada	ON .... Ontario
NH .... New Hampshire	PE .... Prince Edward Island
NJ .... New Jersey	PQ .... Quebec
NM .... New Mexico	SN ...... Saskatchewan
NY .... New York	NT .... N.W. Territory
NC .... North Carolina	YT .... Yukon Territory
ND .... North Dakota	
OH .... Ohio	MX .... Mexico

Entry Type ENT (14)	Pickup Radius PKU (22)	Caution CAU (44)
1 ..... Civil Bench Warrant (FTA / FCJ) 2 ..... Misdemeanor 3 ..... Felony 4 ..... Felony - No Warrant 5 ..... Misc. Warrant 6 ..... Criminal Bench 7 ..... Civil 8 ..... Material Witness 10 ... Non-Criminal Process 11 ... Injunctive Order 12 ... Mental Order 13 ... Sex Offender 14 ... Probation Order	0 .... Will *not* Pickup 1 .... Within 25 miles 2 .... Within 50 miles 3 .... Within 100 miles 4 .... Lower Peninsula 5 .... Upper Peninsula 6 .... Statewide 7 .... City Limits - *describe city in* *MIS (41).* *Effective Jun 1, 2002, Pick Up* *Codes of 1 - 6 will be* *forwarded to NCIC.*	C ...... Caution (*see below*) A .... Armed & Dangerous P .... Hold for Fingerprints F .... Armed, Dangerous and Protect for Prints If C is used in CAU (44), enter one of the 2-digit codes below, for example, **44:C/00** • 00 - Armed & Dangerous • 05 - Violent Tendencies • 10 - Martial Arts Expert • 15 - Explosive Expert • 20 - Abuse Drugs • 25 - Escape Risk • 30 - Sexually Violent • 50 - Heart Condition • 55 - Alcoholic • 60 - Allergies • 65 - Epilepsy • 70 - Suicidal • 80 - Medication Required • 85 - Hemophiliac • 90 - Diabetic • 01 - Other

Miscellaneous Codes
MNU (40)

AF .... Air Force Serial Number
AR .... Alien Registration Number
AS .... Army, National Guard, or Air National Guard Serial Number
CG .... Coast Guard Serial Number
MD .... Mariner's Document or ID Number
MC .... Marine Corps Serial Number
MP .... Royal Canadian Mounted Police ID Number
NS .... Naval Serial Number
OA .... Originating Agency Police or ID Number
PP .... Passport Number
PS .... Port Security Card Number
SS .... Selective Service Number
PI .... State Issued Personal ID Number
VA .... Veteran's Administration Claim Number
CI .... Canadian Social Insurance Number

Hair Color	Eye Color	Skin Tone
HAI (5)	**EYE (6)**	**SKN (59)**
BLK .... Black	BLK .... Black	ALB ...... Albino
BLN .... Blonde or Strawberry	BLU .... Blue	BLK ...... Black
BRO .... Brown	BRO .... Brown	DRK ..... Dark
GRY .... All/Part Gray	GRN .... Green	DBR ...... Dark Brown
RED .... Red or Auburn	GRY .... Gray	FAR ...... Fair
SDY .... Sandy	HAZ .... Hazel	LGT ...... Light
WHI .... White	MAR .... Maroon	LBR ...... Light Brown
XXX .... Unknown/Balding	MUL .... Multicolor	MED ..... Medium
BLU .... Blue	PNK .... Pink	MBR ..... Med. Brown
GRN .... Green	XXX .... Unknown	OLV ...... Olive
ONG .... Orange		RUD ..... Ruddy
PNK .... Pink		SAL ...... Sallow
PLE .... Purple		

Blood Type Codes
BLT (61)

Type	Code
A Positive	APOS
A Negative	ANEG
A Unknown	AUNK
B Positive	BPOS
B Negative	BNEG
B Unknown	BUNK
AB Positive	ABPOS
AB Negative	ABNEG
AB Unknown	ABUNK
O Positive	OPOS
O Negative	ONEG
O Unknown	OUNK

	Secretary of State Codes - SOS (47)
	Vehicle Records Requests
11	Full Registration and Title Record from Plate
13	Registration Record from Plate
14	Registration with fees paid information
15	Vehicle Alpha File (all vehicles owned)
19	Partial Plate search for passenger and commercial plates
21	Watercraft Registration information from Plate
22	Watercraft Title information from BHN
24	Moped Registration information
25	Owner and Snowmobile information from Plate
26	Snowmobile information from VIN
52	Complete Title Record from VIN
53	Registration and Title information from VIN
	Driver Services Requests
31	Compute and verify driver license number
32	Clearance to issue original license
33	Clearance to issue renewal license
34	Clearance to issue duplicate license
35	Status of License
36	Complete Driving Record (edited)
38	Complete history since date specified
39	License information
40	Current Address
42	Complete Driving Record (unedited)
43	History of all convictions
49	Partial Name Search
60	Computer Personal I.D. Number (PID)
62	Clearance to issue original PID
63	Clearance to issue renewal PID
64	Clearance to issue duplicate PID
66	Complete PID Record
69	Partial Name Search in PID file
71	Current Financial Responsibility Status

Commonly Used Charge Codes – OFF (17)

CODE	OFFENSE	CODE	OFFENSE
0029	Runaways, Missing Persons, etc	3605	Indecent Exposure
0040	Juvenile Custody Order - FIA	3612	Fail to Register as Sex Offender
0080	✶Civil Infraction - Local Ordinance	3806	Child Neglect (Non- payment child support)
0081	✶Civil Infraction - State Law	3807	Non-payment of Alimony
0085	Paternity	3899	✶Family Offense
0087	Not Guilty by Reason of Insanity	4004	Prostitution
0090	Stalking Personal Protection	4103	Liquor - Transport
0092	Bond - Conditional Release	4104	Liquor - Possess
0094	Child Abuse Prev (Expiring)	4199	✶Liquor
0095	Child Abuse Prev (Non-Expiring)	4803	Making False Report
0096	Domestic Personal Protection	4899	✶Obstructing Police
0097	Involuntary Hospitalization Treatment	4901	✶Escape
0098	Legally Incapacitated	5005	✶Contempt of Court
0099	Divorce Personal Protection	5011	✶Parole Violation
1102	✶Rape with (identify weapon)	5012	✶Probation Violation
1212	Carjacking - Armed	5013	Conditional Release Violation
1313	Simple Assault	5050	✶Fail to Appear on Felony Charge
1316	Intimidation (includes stalking)	5051	✶Fail to Appear on Misdemeanor Charge
1399	✶Assault	5052	✶Fail to Appear on Civil Charge
2202	Burglary - Forced Entry - Residence	5202	✶Carrying a Concealed Weapon
2203	Burglary - Forced Entry - Non-Residence	5212	✶Weapons - Possession
2299	✶Burglary	5299	✶Weapon Offense
2303	Shoplifting	5311	✶Disorderly Conduct
2308	Larceny from a Building	5312	✶Disturbing the Peace
2399	✶Larceny	5313	Curfew
2404	Vehicle Theft	5314	Loitering
2406	Receive a Stolen Vehicle	5399	✶Public Peace
2499	✶Stolen Vehicle	5404	Driving Under Influence of Liquor
2504	✶Forgery - Passing	5405	Moving Traffic Violation
2606	Fraud - Insufficient Funds - Check	5406	Non-Moving Traffic Violation (not parking)
2699	✶Fraud	5499	✶Traffic Offense
2799	✶Embezzle	5599	✶Health - Safety Offense
2899	✶Stolen Property	5707	✶Trespassing
2902	Damage Property - Private	6101	✶Income Tax
2999	✶Damage Property	6202	✶Conservation - Fish
3512	Heroin - Possession	6204	✶Conservation - License - Stamp
3532	Cocaine - Possession	6299	✶Conservation
3550	Narcotic Equipment Possession	7399	✶Public Order Crimes
3562	Marijuana - Possession	8100	Juvenile Ward - Escape from Custody
3599	✶Dangerous Drugs		

✶**Describe Offense or Identify Object in MIS (41) or OCG (97).**

Michigan County Codes
COU (75)

Co #	Name	Co #	Name	Co #	Name
1	Alcona	33	Ingham	63	Oakland
2	Alger	34	Ionia	64	Oceana
3	Allegan	35	Iosco	65	Ogemaw
4	Alpena	36	Iron	66	Ontonagon
5	Antrim	37	Isabella	67	Osceola
6	Arenac			68	Oscoda
		38	Jackson	69	Otsego
7	Baraga			70	Ottawa
8	Barry	39	Kalamazoo		
9	Bay	40	Kalkaska	71	Presque Isle
10	Benzie	41	Kent		
11	Berrien	42	Keweenaw	72	Roscommon
12	Branch				
		43	Lake	73	Saginaw
13	Calhoun	44	Lapeer	74	St. Clair
14	Cass	45	Leelanau	75	St. Joseph
15	Charlevoix	46	Lenawee	76	Sanilac
16	Cheboygan	47	Livingston	77	Schoolcraft
17	Chippewa	48	Luce	78	Shiawassee
18	Clare				
19	Clinton	49	Mackinac	79	Tuscola
20	Crawford	50	Macomb		
		51	Manistee	80	Van Buren
21	Delta	52	Marquette		
22	Dickinson	53	Mason	81	Washtenaw
		54	Mecosta	82	Wayne
23	Eaton	55	Menominee	83	Wexford
24	Emmett	56	Midland		
		57	Missaukee		
25	Genesee	58	Monroe		
26	Gladwin	59	Montcalm		
27	Gogebic	60	Montmorency		
28	Gr. Traverse	61	Muskegon		
29	Gratiot				
		62	Newaygo		
30	Hillsdale				
31	Houghton				
32	Huron				

Partial List of Scars, Marks, and Tattoos –   SMK (60)
See LEIN Manual for full list

Artificial Body Parts

Arm, left, artificial	101
Arm, right, artificial	102
Arm, artificial	343
Brace, one arm	344
Brace, left & right arms	345
Brace, right arm	117
Brace, left arm	118
Brace, back	119
Brace, one leg	346
Brace, left & right legs	347
Brace, left leg	120
Brace, right leg	121
Brace, neck	122
Brace, teeth	123
Denture, upper	104
Denture, lower	105
Denture, upper & lower	106
Ear, left, artificial	142
Ear, right, artificial	143
Ear tubes	432
Eye, left, artificial	107
Eye, right, artificial	108
Foot, right, artificial	109
Foot, right, artificial	110
Glasses (prescription)	111
Hand, left, artificial	112
Hand, right, artificial	113
Hearing aid	114
Leg, left, artificial	115
Leg, right, artificial	116

Moles

Arm, left	301
Arm, right	302
Back	327
Breast, nonspecific	324
Breast, left	325
Breast, right	326
Buttock, nonspecific	321
Buttock, left	322
Buttock, right	323
Cheek (face), left	303
Cheek (face), right	304
Chest	328
Chin	305
Ear, left	306
Ear, right	307
Eyebrow, left eye area	308
Eyebrow, right eye area	309
Finger(s), left hand	310
Finger(s), right hand	311
Forehead	312
Hand, left	313
Hand, right	314
Lip, lower	315
Lip, upper	316
Neck	317
Nose	318
Wrist, left	319
Wrist, right	320

Missing Body Parts

Arm, Left	501
Arm, right	502
Arm, lower left	503
Arm, lower right	504
Breasts	526
Breast, left	527
Breast, right	528
Ear, left	505
Ear, right	506
Eye, left	507
Eye, right	508
Finger(s), left hand	509
Finger(s), right hand	510
Finger joint(s), l hand	511
Finger joint(s), r hand	512
Foot, left	513
Foot, right	514
Hand, left	515
Hand, right	516
Leg, left	517
Leg, right	518
Leg, lower left	519
Leg, lower right	520
Nose	521
Testicle, left	545
Testicle, right	546
Toe (s), left foot	522
Toe (s), right foot	523
Tongue	548

Deformities

Cauliflower ear, left	403
Cauliflower ear, right	404
Crippled arm, left	405
Crippled arm, right	406
Crippled finger(s), left	407
Crippled finger(s), right	408
Crippled/Club foot, left	409
Crippled/Club foot, right	410
Crippled hand, left	411
Crippled hand, right	412
Crippled leg, left	413
Crippled leg, right	414
Crippled toe(s), left	439
Crippled toe(s), right	440
Cross-eyed	415
Extra finger(s), left	419
Extra finger(s), right	420
Extra toe(s), left foot	453
Extra toe(s), right foot	454
Harelip / cleft lip	421
Humpbacked	422
Shorter left leg	423
Shorter right leg	424

Other Physical Characteristics

Bald/Balding	429
Cleft Chin	427
Cleft Palate	430
Dimple, Chin	442
Dimples, face, left cheek	443
Dimples, face, right cheek	444
Freckles	428
Hair Implants	435
Pierced ears	941
Pierced ear	455
Pierced ear, left	942
Pierced ear,	943
Pierced nose	944
Pierced eyebrow	463
Pierced eyebrow, left	464
Pierced eyebrow, right	465
Pierced tongue	466
Protruding upper jaw	436
Protruding lower jaw	437

Needle ("Track") Marks

Arm, left	601
Arm, right	602
Finger(s), left hand	603
Finger(s), right hand	604
Foot, left	613
Foot, right	614
Hand, left	605
Hand, right	606
Leg, left	607
Leg, right	608
Thigh, left	615
Thigh, right	616
Wrist, left	609
Wrist, right	610

Scars

Abdomen	701
Ankle (nonspecific)	751
Ankle, left	702
Ankle, right	703
Arm (nonspecific)	752
Arm, left (nonspecific)	704
Arm, right (nonspecific)	705
Arm, left upper	706
Arm, right upper	707
Back	708
Breast	709
Breast, left	753
Breast, right	754
Buttocks	710
Buttock, left	749
Buttock, right	750
Calf (nonspecific)	755
Calf, left	711
Calf, right	712
Cheek (nonspecific)	756
Cheek, left (face)	713
Cheek, right (face)	714
Chest	715
Chin	716
Ear (nonspecific)	757
Ear, left	717
Ear, right	718
Elbow (nonspecific)	758
Elbow, left	745
Elbow, right	746
Eyebrow (nonspecific)	759
Eyebrow, left eye area	719
Eyebrow, right eye area	720
Face (nonspecific)	721
Finger (nonspecific)	760
Finger (s), left hand	722
Finger (s), right hand	723
Foot (nonspecific)	761
Foot, left	747
Foot, right	748
Forearm (nonspecific)	762
Forearm, left	724
Forearm, right	725
Forehead	726
Hand (nonspecific)	763
Hand, left	727
Hand, right	728
Head (nonspecific)	729
Knee (nonspecific)	764
Knee, left	730
Knee, right	731
Leg (nonspecific)	765
Leg, left (nonspecific)	732
Leg, right (nonspecific)	733
Lip (nonspecific)	766
Lip, lower	734
Lip, upper	735
Neck	736
Nose	737

Scars - *continued*

Pockmarks	738
Shoulder (nonspecific)	767
Shoulder, left	739
Shoulder, right	740
Thigh (nonspecific)	768
Thigh, left	741
Thigh, right	742
Wrist (nonspecific)	769
Wrist, left	743
Wrist, right	744

Skin Discolorations

Abdomen	829
Ankle, left	822
Ankle, right	823
Arm, left	801
Arm, right	802
Back	824
Buttocks (nonspecific)	830
Buttock, left	831
Buttock, right	832
Cheek, left (face)	803
Cheek, right (face)	804
Chest	821
Chin	805
Ear, left	806
Ear, right	807
Eyebrow, left eye area	808
Eyebrow, right eye area	809
Finger(s), left hand	810
Finger(s), right hand	811
Foot, left	825
Foot, right	826
Forehead	812
Freckles	428
Hand, left	813
Hand, right	814
Knee, left	833
Knee, right	834
Leg, left	827
Leg, right	828
Lip, lower	815
Lip, right	816
Neck	817
Nose	818
Penis	837
Shoulder, left	835
Shoulder, right	836
Wrist, left	819
Wrist, right	820

Tattoos

Ankle, left	902
Abdomen	901
Ankle, right	903
Arm, left (nonspecific)	904
Arm, right (nonspecific)	905
Arm, left upper	906
Arm, right upper	907
Back	908
Breast (nonspecific)	909
Breast, left	945
Breast, right	946
Buttock(s)	910
Buttock, left	947
Buttock, right	948
Calf, left	911
Calf, right	912
Cheek, left (face)	913
Cheek, right (face)	914
Chest	915
Chin	916
Ear, left	917
Ear, right	918
Face (nonspecific)	919
Finger(s), left hand	920
Finger(s), right hand	921
Forearm, left	922
Forearm, right	923
Forehead	924
Full (entire) Body	981
Groin	940
Hand, left	925
Hand, right	926
Head	927
Knee, left	928
Knee, right	929
Leg, left	930
Leg, right	931
Neck	932
Nose	933
Shoulder, left	934
Shoulder, right	935
Thigh, left	936
Thigh, right	937
Wrist, left	938
Wrist, right	939

License Plate Type Codes - LIT (28)

Code	Description
AP	Apportioned Truck
AQ	Antique
AR	Amateur Radio Operator
CI	City Owned (Municipal)
CM	Commemorative Plate
CO	Commercial/Truck
CU	County Sheriff or Co./Twp Owned
DL	Dealer, Automobile
DV	Disabled Veteran
DX	Handicapper
FM	Farm Vehicle used on-road
FD	Firefighters
IT	In Transit Repair/Auto Auctioneer
MC	Motorcycle
MD	Dealer, Motorcycle
MF	Manufacturer
MP	Moped Dealer or Decal
MY	Aircraft (Military)
NP	Aircraft (Civilian Non-Passenger)
NG	National Guard / Military Reserve
PC	Passenger Automobile Legislator-Michigan State Govt. Diplomatic (US Govt.)

Code	Description
PE	Personalized (Vanity)
PP	Aircraft (Civilian Passenger)
SC	Motor Carrier Division - MSP Special Mobile Equipment
ST	State-Owned or MSP
SV	School Vehicle / Bus
TK	Truck / Commercial
TL	Trailer
TM	In Transit / Temporary
TP	Transporter
US	U.S. Government & Congress
VF	Veteran (WW II and after) World War I Veteran Combat Wounded Veteran Prisoner of War Pearl Harbor Survivor Congressional Medal of Honor
ZZ	Snowmobile / Snowmobile Dealer Non-Profit Public Service Org. Non-Profit Organization Repossession Senior Citizen Center Civil Air Patrol

Types of Searches - Inquiries

Q	Search LEIN and NCIC files for open warrants.
QH	Search Michigan CHR and NCIC Files for criminal histories.
QHIT	Search the LEIN "Ho-Hit" file. The "No-Hit" file contains records of recent inquiries by other courts/agencies also with a "hit."
QHW	Search Michigan CHR, NCIC and Wanted Persons for BOTH open warrants and criminal histories.
QR	Obtain complete Criminal History Records. This inquiry may be done after an initial "Q", "QH" or "QHW" inquiry when the FBI # or a State SID # is provided.
ZO	Obtain ORI number information by either using the ORI # as the search criteria to determine the agency or using agency location to obtain the ORI #.
QWAR	To Produce a list of the 50 most recent warrant entries, if the warrants are still active. Show canceled warrants is also an option.

Purpose Code
PUR (52)

Criminal Justice Purpose	**C/** Reason for Inquiry, for example: C/Arraignment, C/Sentencing, etc.
Criminal Justice Employment	**J/** Position J/Probation Officer, J/Court Clerk, etc.
Holmes Youthful Training Act	**HYTA**
Controlled Substance	**7411**
Domestic Abuse	**ABUSE**
Parental Kidnaping	**KID**
Conviction Set Aside	**CSA/** Reason for Inquiry CSA/Arraignment, Sentencing, etc.
Concealed Weapon Permit Inquiry	**F/CCW**

LEIN Scan Line/Mnemonic Chart

Line	Literal	Information	Format
1	NAM	Subject's Name	Smith/John/Roy/
2	RSX	Race / Sex Codes	W M (Appendix A)
3	HGT	Height	601 (6 feet, 1 inch)
4	WGT	Weight	200
5	HAI	Hair Color	BRO (Appendix C)
6	EYE	Eye Color	BLU (Appendix C)
7	DOB	Date of Birth	19550725
8	STR	Street Address	12333 Oak Street
9	CTY	City	Southfield
10	STA	State Code Abbreviation	MI (Appendix A)
11	OLN	Driver License Number	P5001342254789
12	SOC	Social Security Number	354662345
13	PLT	License Plate Number	498GFK
14	ENT	Wanted/Missing Entry Type	1-14 (Appendix B)
15	OCA	Complaint/Case Number	01-1234
16	DOW	Date Wanted or Missing	20010525
17	OFF	4-digit LEIN Charge Code Number	5050 (Appendix E)
18	FPC	Fingerprint Class	See LEIN Manual
19	AKA	Alias Name	Smith/Johnny/Boy/
20	PNO	LEIN-Generated Person Entry #	1350122H
21	EXT	Extradition Status	Y or N
22	PKU	Pickup Radius Code	1-7 (Appendix B)
23	MOD	Modify Information	Yes
26	CAN	Cancel Information	Yes
27	BND	Bond Amount (whole dollar amount)	5000
28	LIT	License Plate Type	PC (Appendix H)

Line	Literal	Information	Format
29	DOE	Date of Emancipation	20020901 (yr/mo/day)
30	VNO	Vehicle Entry Number	LEIN Vehicle/NIC No.
31	LIC	Lic. Plate Info (year-month/state/#)	200107/MI/490GFD
32	VIN	Vehicle Identification Number	1W80KAR412669
33	VMA	Year/Make/Model of Vehicle	See LEIN Manual
34	VST	Vehicle Body Style	See LEIN Manual
35	VCO	Vehicle Color	See LEIN Manual
36	OAN	Owner-Applied Identification # to personal (stolen) property	Various
37	DOT	Date Vehicle Stolen	20010122 (yr/mo/day)
38	WVT	Wanted Vehicle Type code	See LEIN Manual
39	FBI	F.B.I. Number (criminal histories)	F.B.I. Tracking Number
40	MNU	Misc. # (i.e., Personal I.D. #, etc.)	(Appendix B)
41	MIS	Additional Remarks	free text
42	BDC	Broadcast Entry	Area, Station, ORI #
43	CNL	Show Cancels	Yes
44	CAU	Caution Flag to Law Enforcement	C, A, P, F (Append B)
45	NOP	Number of Plates	1 or 2
46	CAT	Vehicle Category - See LOM for list	1 thru 5
47	SOS	Send to SOS for Information	42 (Appendix D)
48	ZIP	Zip Code	48333
50	SID	State Identification Number	123456B
51	PRN	Prison Identification Number	12345678901
52	PUR	Purpose Code for Inquiry	C/Arraign (Appendix I)
53	CRT	Court ORI #	MI630995J
54	DKT	Court Case/Docket Number	01-1234

Line	Literal	Information	Format
55	OPR	Terminal Operator Last Name	Smith
56	FOR	Name of Requestor and Agency	Smith/99th DC
58	POB	Place of Birth (state code)	OH (Appendix A)
59	SKN	Skin Tone	Med (Appendix C)
60	SMT	Scars, Marks and Tattoos See LOM for full list	519 (Appendix G)
61	BLT	Blood Type	APOS (Appendix A)
62	CRC	Circumcision- yes (C) , no, unknown	**C** or **N** or **U**
63	FPA	Footprints Available	**Y** or **N**
64	BXR	Body X-Rays (*Full, Partial, None*)	**F** or **P** or **N**
65	VRX	Vision Prescription	Free Text
66	JWT	Jewelry Type Code	See LEIN Manual
67	JWL	Jewelry Description	Free Text
68	MMN	Mother's Maiden Name	Scarlett Ohara
69	PPO	Personal Protection Order Served	**Y** or **N**
70	PPF	Prohibited Possession of a Firearm	**Y** only
71	DNA	DNA Profile Available	**Y** or **N**
72	DUR	Duration-Sex Offender Registration	**25** (yrs) or **LF** (life)
73	AVF	Sex Offender Address Verification	**Y** or **N**
74	NVF	Sex Offender Notification Flag	**Y** or **N**
75	COU	Sex Offender County Code	63 (Appendix F)
76	LOJ	Lojack Tracking Number	5-digit code
77	CMS	Send to CMIS (*see LEIN manual*)	1, 12, 50 or 51
78	RAR	Request Add Records (*Canada*)	NN, XXXXXXX, NN
79	FPS	Canadian Fingerprint Serial Number	alpha-numeric
80	LAW	Law Enforcement ORI #	MI82800
81	PNA	Protected Person's Name	Jones/Mary/Ann/
82	JUV	Juvenile Flag	**Y** or **N**

Line	Literal	Information	Format
83	FAX	Fax # - Confirmation of Prob. Order	2485551212
84	TNO	Phone # -Confirmation of Prob. Ord.	2485551313
85	FAF	False Address Flag	**Y** or **N**
86	IPF	In Prison Flag	**Y** or **N**
87	PBN	Court Assigned Probation Number	free text
88	CND	LEIN-defined Conditions of Probation	1 - 7 Conditions
89	DOL	Date of Locate	20010317
90	ADV	Date of SOR Address Verification	20010324
91	TAC	Name(s) of T. A. C.	Jane Smith
92	TTX	TAC or Additional Telephone #	2485551212
93	SCT	# of *Stationery* LEIN Stations	5
94	MCT	# of *Mobile* LEIN Stations	2
96	PMT	**C**arry **C**oncealed **W**eapon Permit #	123456A
97	OCG	Original Charge or PACC Code	750.81A2
98	TC2	Additional Field for TAC Name	John Doe
99	DOX	Expiration Date	20020511
200	CTN	Criminal Tracking Number	630112345601
220	CIT	Citation Number (PACC Code)	750.3332-A
245	NTN	NICS Transaction Number	12GK–FN8

Scan Lines Added/Changed Since 5/30/03